Applications are invited from qualified candidates who wish to be considered for employment as Controller, Industrial Property Office on a **contractual basis** in the International Trade Division of the Ministry of Foreign Affairs, Regional Integration and International Trade.

II. **AGE LIMIT**

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

1. Candidates should possess:
   A. a degree in Law from a recognised institution; and
   B. a Master’s Degree in Law from a recognised institution

   **OR**

   a postgraduate diploma in Intellectual Property or in a related field from a recognised institution.

   **OR**

   Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should -
   (i) reckon at least five years’ experience in legal matters;
   (ii) have excellent administrative and managerial capabilities;
   (iii) have good negotiating, communication and interpersonal skills; and
   (iv) be computer literate.

**NOTE**

1. Qualification at 1.A above should have been obtained prior to qualification at 1.B above.

2. Candidates should produce written evidence of experience/knowledge claimed.

3. The selected candidate would be employed on contractual basis for a period to be determined by the Ministry.

4. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**
IV.  **ROLE AND RESPONSIBILITIES**

To be responsible for providing an effective Industrial Property service in line with the legislations in force and international obligations such as compliance with World Trade Organisation (WTO) and Trade Related Aspects of Intellectual Property Rights (TRIPS) Agreement.

V.  **DUTIES**

1. To be responsible for the effective operation and management of the Industrial Property Office.

2. To provide a sound legal framework for the protection of Industrial Property Rights and an effective enforcement mechanism for Industrial Property Rights against infringements, piracy and counterfeiting.

3. To assist in policy formulation with regard to industrial property.

4. To administer, implement and advise on the industrial property legislations.

5. To review and keep up-to-date legislations on industrial property.

6. To keep abreast of developments in the field of industrial property by liaising with relevant international organisations.

7. To use ICT in the performance of his duties.

8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Controller, Industrial Property Office in the roles ascribed to him.

VI.  **SALARY, TERMS AND CONDITIONS OF EMPLOYMENT**

The selected candidate will be offered **either assignment of duties** against the vacancy, if he/she is a serving officer **or contract employment**, if he/she is not in the Public Service.

The terms and conditions are as follows:-

A.  **Assignment of duties against the vacancy**

A public officer on permanent establishment assigned the duties of Controller, Industrial Property Office will be eligible for an allowance equivalent to the difference between the hypothetical salary of the post (Rs 60,575) and the salary drawn by the incumbent in his/her substantive post. The officer will benefit from all privileges attached to the post in accordance with the regulations governing employment in the Public Service.
B. **Contract Appointment**

1. **Salary**
   
   Negotiable in the range of Rs 60,575 – 80,000 a month.

   However, for the year 2014, the incumbent would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

2. **Travelling Allowance**
   
   In accordance with regulations in force.

3. **Leave**
   
   (a) **Sick Leave:** At the rate of 21 working days for every year of contract. Sick leave not taken in any particular year is not convertible into cash.

   (b) **Annual Leave:** At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the end of each year of contract or may be accumulated.

4. **Passage Benefits**
   
   Passage benefits at the rate of 5% of the annual salary or the equivalent cost of 3900 km of the Group Tour Air Fare London at off peak rate whichever is the higher.

   No passage benefits will be earned during the 21 days annual leave whether taken or cashed.

5. **Gratuity**
   
   At the rate of two months’ salary on completion of 12 months’ satisfactory service.

6. **Termination of contract**
   
   (i) The Government may at any time determine the employment of the officer by giving one month’s notice in writing or by paying one month’s salary.

   (ii) The officer may resign from his/her employment by giving one month’s notice in writing or by paying one month’s salary to the Government.

   (iii) Should the officer, in any manner misconduct himself/herself, the Government may terminate his/her employment forthwith and thereupon all the rights and advantages reserved shall cease.
VII. **FRINGE BENEFITS**

The Controller, Industrial Property Office is also entitled to the following benefits:-

(a) 100% duty remission for the purchase of a car and monthly car allowance in lieu of duty remission should be in accordance with Recommendation EOAC 32 paragraph 18.2.35, as appropriate;

The officer employed on a contract/gratuity basis:

(i) who opts for duty exemption on a car or a monthly car allowance in lieu thereof should exercise the option at the beginning of the contract. The option for car allowance once exercised would be irrevocable for the duration of the first contract and can be reviewed upon renewal of his contract; and

(ii) who has opted for the monthly car allowance in lieu of the duty deferred facilities would not benefit from duty exemption until the expiry of the first contract;

(b) loan facilities for the first purchase of a car equivalent to 21 months’ salary at 4% interest rate per annum, refundable in 84 monthly instalments. Note prevailing repo rate is applicable to new entrants in the Civil Service; and

(c) a monthly travelling allowance of Rs 10,200 or mileage at the rate of Rs 6.50 per km together with a monthly commuted allowance of Rs 3,015 in case the officer performs official travelling during the month.

VIII. **MODE OF APPLICATION**

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising /Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission [http://psc.gov.mu](http://psc.gov.mu)

4. On-line application can also be submitted through the government web portal at [http://www.gov.mu](http://www.gov.mu)
5. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

IX. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Thursday 07 August 2014.**

Date: 18 July 2014

Public Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**