Applications are invited from qualified candidates who wish to be considered for appointment as Data Protection Officer/Senior Data Protection Officer in the Prime Minister’s Office.

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
A. Candidates should possess a degree in Computer Science or Computer Engineering or Information Systems or Information Technology or a degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) reckon at least three years’ post-qualification experience in the field of Information Technology and data handling; and
   (ii) have good analytical, interpersonal and communication skills.

NOTE
1. Candidates should produce written evidence of experience claimed.
2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES
To be responsible for all matters relating to inspections and investigations in line with the Data Protection Act.
V. DUTIES AND SALARY

1. To be responsible to the Data Protection Commissioner for the performance of the following duties -

(a) to investigate any complaint or information which may give rise to a suspicion that an offence may be committed;

(b) to carry out –

(i) registration activities;

(ii) inspections and assessments of the security measures imposed on data controllers and data processors;

(iii) periodical audits of the systems of data controllers and data processors to ensure compliance with the data protection principles specified in the Act; and

(iv) research activities on IT and data security.

(c) to effect service of notices on data controllers or data processors;

(d) to enter and search any premises for the purposes of discharging any duties under the Act;

(e) to provide training to Data Controllers;

(f) to promote data protection awareness and sensitisation;

(g) to provide assistance and advice to other regulators to ensure that security and other measures implemented are in line with Data Protection principles; and

(h) to manage data protection compliance in accordance with the Data Protection Act;

2. To assist the Data Protection Commissioner in the performance of his duties.

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

4. 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 Data Protection Officer/Senior Data Protection Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 55,775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 25,630 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
VI. 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 at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at 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.

VII. 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 17 July 2014.

Date: 27 June 2014

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