MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 124 OF 2017

Vacancy for the Post of Disclosure Officer
Office of the Director of Public Prosecutions

Applications are invited from qualified candidates who wish to be considered for appointment as Disclosure Officer in the Office of the Director of Public Prosecutions.

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 diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES

To be responsible for the overall disclosure and communication of prosecution materials to the defence within the Office of the Director of Public Prosecutions.
V. **DUTIES AND SALARY**

1. To examine and assess all relevant materials which are subject to disclosure.
2. To decide on suitable disclosure methods.
3. To be responsible for the preparation and drafting of disclosure guidelines.
4. To oversee and coordinate the disclosure process and ensure the accuracy, integrity and timeliness of all submissions.
5. To be accountable and responsible for unused materials.
6. To ensure suitable handling and classification of all sensitive materials.
7. To attend court hearings where necessary in order to assist Counsel at the Office of the Director of Public Prosecutions and Prosecuting Counsel with any disclosure issue that may arise and may be required to give evidence on matters appertaining to disclosure.
8. To be responsible for editing, as required, within disclosure and evidentiary rules surrounding sensitivity of all relevant disclosable material prior to disclosure to the defence and responsible for sending and collating all letters issued to persons holding unused material.
9. To liaise with officers on all matters surrounding disclosure of exhibits, inclusive of complex regulatory investigations, where there is a necessity to provide disclosure material at the point of issuing preliminary findings.
10. To use ICT in the performance of his duties.
11. 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 Disclosure Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale of Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 a month.
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 Commissions/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 the following address at **http://psc.govmu.org**

4. Candidates are encouraged to submit on-line application through the Government web portal at **http://www.govmu.org**

5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are therefore advised 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 30 November 2017.**

**Date: 10 November 2017**

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