MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 29 OF 2017

Vacancies for Post of Investigator, Equal Opportunities Commission
Prime Minister’s Office (Equal Opportunities Commission)

Applications are invited from qualified candidates who wish to be considered for appointment as Investigator, Equal Opportunities Commission in the Prime Minister’s Office (Equal Opportunities Commission).

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 Law or Law and Management or a degree, the major part of which should be Law, from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) possess a sound understanding of human rights and its related legislations;

   (ii) have the ability to work under pressure;

   (iii) possess good interpersonal and communication skills;

   (iv) have the ability to work in a team and be result-oriented;

   (v) possess good analytical skills and have the ability to adopt a multi-disciplinary approach to problem-solving; and

   (vi) 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. DUTIES AND SALARY

1. To investigate and process complaints made under the Equal Opportunities Act and make recommendations thereof.

2. To deal with correspondence pertaining to the handling process of complaints.

3. To interview complainants, respondents and witnesses and visit relevant sites.

4. To collect information useful for investigation, analyse and weigh relevant evidence from a legal perspective.

5. To compile and present data/information statistically for the preparation of reports.

6. To take notes during hearings, prepare and submit papers and reports to the Commission.

7. To assist in –
   (i) the drafting of policies and programmes; and
   (ii) public awareness/sensitisation campaigns on Equal Opportunities.

8. To facilitate the conciliation and resolution of complaints and attend the Equal Opportunities Tribunal.

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

10. 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 Investigator, Equal Opportunities Commission in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

V. 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.

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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.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 also 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Monday 29 May 2017.

Date: 09 May 2017

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