Applications are invited from qualified candidates who wish to be considered for appointment as **Temporary** Investigations Officer in the Office of the Ombudsman.

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 Public Administration and Management or Business Administration or Law or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) possess good analytical, interpersonal and communication skills;

   (ii) be customer focused; and

   (iii) 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 assist the Ombudsman and the Senior Investigations Officer, Ombudsman’s Office, in -
(i) preparing notes of evidence in connection with cases under investigation;

(ii) preparing draft letters to Ministries/Departments and members of the public;

(iii) carrying out legal researches, as and when requested by the Ombudsman;

(iv) collecting information, data and materials, as may be required, relating to complaints; and

(v) counselling and supplying authorised information to complainants regarding their grievances and answer queries from members of the public.

2. To perform investigation duties.

3. To arrange for the classification and custody of office files and case records.

4. To carry out site visits, as and when requested by the Ombudsman.

5. To receive members of the public calling on the Ombudsman.

6. To take note of meetings chaired by the Ombudsman relating to investigations duties and whenever the latter receives foreign delegates.

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 Investigations Officer 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 are advised to submit their application **electronically** at the following address:

   [http://psc.govmu.org/English/Pages/PscHomepage.aspx](http://psc.govmu.org/English/Pages/PscHomepage.aspx)

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m. on weekdays and **not later than 3.00 p.m. on the closing date**.
3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising/Responsible Officers.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are advised to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number **454 9955**.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org, or phone number **670 9705** or fax number **670 3417**.

8. Candidates are also advised to read carefully the **NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)** before filling in the Application Form. Care should be taken to fill in the on-line Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate**.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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.

IX. **CLOSING DATE**

Application Form should reach the Secretary, Public Service Commission, **not later than 3.00 p.m. on Tuesday 17 April 2018**.

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Public Service Commission,
7, Louis Pasteur Street,

**DATE: 28 March 2018**

FOREST SIDE.