Vacancy for Post of Senior Investigations Officer, Ombudsman’s Office
Office of the Ombudsman

Applications are invited from qualified officers who wish to be considered for appointment as Senior Investigations Officer, Ombudsman’s Office in the Office of the Ombudsman.

II. QUALIFICATIONS

A. By selection from among serving officers who hold a substantive appointment and who possess a degree in Public Administration and Management or Management or Law or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least four years’ experience in investigation duties;
(ii) have a good knowledge of Government administrative process;
(iii) have marked ability for office organisation and management;
(iv) possess good analytical, interpersonal and communication skills; and
(v) be customer focused.

NOTE

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

2. The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To be responsible for the day-to-day administration of the Office of the Ombudsman.

IV. DUTIES AND SALARY

1. To assume administrative and financial responsibilities under the instructions of the Ombudsman.

2. To ensure proper control of expenditure.

3. To deal with general correspondence.
4. To perform investigation duties.

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

6. To prepare notes of evidence in connection with cases under investigation.

7. To counsel and supply authorised information to complainants regarding their grievances and answer queries from members of the public.

8. To collect information, data and materials, as may be required, relating to complaints.

9. To train and supervise subordinate staff and to maintain general discipline.

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

11. To assist the Ombudsman by preparing draft letters for Ministries/Departments and members of the public.

12. To carry out legal researches, as and when requested by the Ombudsman.

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

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

15. 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 Senior Investigations Officer, Ombudsman’s Office in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 35,275 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 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.

2. Applications should be submitted 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 Circular 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 Tuesday 31 January 2017.

Date: 11 January 2017

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