

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 02 OF 2023

Vacancies for Post of Forensic Support Officer
Prime Minister's Office
(Rodrigues, Outer Islands and Territorial Integrity Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Forensic Support Officer in the Forensic Science Laboratory of the Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should –

- A. possess a Cambridge Higher School Certificate with passes at “Principal Level” in Chemistry and Biology or Physics obtained on one certificate or Passes in Chemistry and Biology or Physics obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.
- B. 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 (Higher 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. Candidates may be required to take part in a written examination.
4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To be responsible to the Chief Forensic Technologist for the day-to-day running of the Forensic Science Laboratory (FSL) Liaison Service.
2. To open and to close the FSL Liaison Service Desk and to ensure the controlled movement of access keys.
3. To take custody of exhibit/s from customers and FSL Police Post after verification that they meet set criteria for packaging, sealing, labelling, and request form to be properly filled in and examination requested clearly indicated.
4. To register accurately the exhibit/s on the Laboratory Information Management System as well as sample registers.
5. To ensure –
 - (i) appropriate storage conditions of exhibit/s at all times;
 - (ii) that the proper handling and storage/custody of exhibit/s are done under appropriate conditions;
 - (iii) the proper channeling of requests and controlled movement (chain of custody) of exhibit/s within the laboratory;
 - (iv) proper document control for storage and despatch of Forensic Examination reports;
 - (v) the release of exhibit/s and reports to customers under set criteria;
 - (vi) the implementation and maintenance of quality assurance and quality control; and
 - (vii) that all instructions for regulating the movement of exhibit/s, reports and case related correspondence at the Forensic Science Laboratory are strictly adhered to.
6. To ensure and maintain strict confidentiality regarding the movement of incoming and outgoing case related correspondence.
7. To identify problems relating to exhibit/s, contamination or chain of custody, rectify if possible, and to bring to the attention of the Chief Forensic Scientist/s.
8. To take adequate measures to ensure good housekeeping in the FSL Liaison Service Desk including the exhibit storage areas.

9. To compile and provide cases with related statistics to the Chief Forensic Scientist/s and/or to the Director at an agreed interval.
10. To produce and submit a daily electronic/manual report on the movement of exhibit/s (incoming and outgoing) to the Chief Forensic Technologist.
11. To use ICT in the performance of his duties.
12. 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 Forensic Support Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 17,305 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 36,550 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 Public Service, Administrative and Institutional 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 Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Monday 06 February 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 24 January 2023

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