Public Advertisement No. 35 of 2023

Vacancy for Post of Head of Legal and Investigations
Office of the Ombudsperson for Financial Services

Applications are invited from qualified candidates who wish to be considered for appointment as Head of Legal and Investigations in the Office of the Ombudsperson for Financial Services.

II. Age Limit

Candidates, unless already in the Service, should not have reached their 50th birthday by the closing date for the submission of applications.

III. Qualifications

A. Candidates should be from among Barristers-at-Law whose names have been entered on and not erased from the Roll of Law Practitioners and who reckon at least five years’ standing at the Bar.

B. Candidates should –

(i) reckon at least eight years’ experience in legal and financial services including three years’ experience in regulatory litigation and settlement, legislative drafting and policy development;

(ii) be able to supervise investigations concerning violations of banking and financial services laws;

(iii) possess strong leadership and analytical skills;

(iv) possess strong interpersonal and communication skills;

(v) be proactive and have a high sense of integrity and professionalism; and

(vi) be computer literate.

Note

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

2. The onus for the submission of written evidence of experience/knowledge claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed by the closing date.
3. Candidates may be required to take part in a written examination.

4. The Commission reserves the right not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To provide legal support to the Office of the Ombudsperson for Financial Services with a view to positively contributing towards the achievement of the goals and objectives of the Office of Ombudsperson for Financial Services.

V. DUTIES AND SALARY

1. To assist the Ombudsperson for Financial Services in –
   (i) the overall management of cases and dispute resolution;
   (ii) the examination of parties;
   (iii) settlement or deliberations;
   (iv) collecting information, data and materials, as may be required; and
   (v) counselling and providing authorised information to complainants regarding their grievances and answer queries from members of the public.

2. To supervise investigations, analyse evidence and provide legal advice.

3. To conduct Hearings presided by the Ombudsperson for Financial Services and examine/cross examine parties.

4. To participate in mediation sessions and negotiations.

5. To advise the Ombudsperson for Financial Services on settlement and to draft settlement arrangements.

6. To assist the Ombudsperson for Financial Services in deliberations by making appropriate judgments based on legal research, evidence and sound analysis.

7. To identify risk trends, patterns and matters of high regulatory risk and proactively engage with stakeholders and address weaknesses.

8. To draft and implement guidelines, legislation and policies in line with the strategic objectives of the Office of the Ombudsperson for Financial Services.

9. To prepare and assist in Court cases, including drafting of pleadings and submissions.
10. To develop appropriate collaborative mechanisms with other law enforcement agencies by drafting Memoranda of Understanding.

11. To develop and initiate consumer education programmes.

12. To monitor the team’s effectiveness, ensure capacity development and devise appropriate training for staff.

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

14. 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 Head of Legal and Investigations in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 80,100 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 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 Form 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.
VII. 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 Wednesday 03 May 2023. Application Forms received after the specified closing date and time will not be considered.

Date: 13 April 2023

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