

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 77 OF 2023**

**Vacancies for Post of Assistant Data Protection Officer**  
**Ministry of Information Technology, Communication and Innovation**

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Data Protection Officer in the Ministry of Information Technology, Communication and Innovation.

**II. AGE LIMIT**

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

**III. QUALIFICATIONS**

- A. (i) Candidates should possess a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
- (ii) A diploma in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or Computing and Law from a recognised institution.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

- B. Candidates should –
- (i) reckon at least two years’ post-qualification experience in database management or information systems management and data handling in their respective field of study;
- (ii) possess good analytical skills; and
- (iii) possess good interpersonal and communication skills.

**NOTE**

1. Candidates should produce written evidence of experience claimed.
2. **The onus for the submission of written evidence of experience 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 experience 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 examine data protection registration, including online registration and renewal forms to ensure that they meet the set requirements.
2. To issue renewal notices to controllers and processors and take follow-up action on payments.
3. To assist Data Protection Officer/Senior Data Protection Officers in the performance of their duties including, *inter alia*, the following –
  - (a) carrying out –
    - (i) investigations in accordance with the Data Protection Act;
    - (ii) research activities on IT and data security;
    - (iii) periodical audits and certifications of the systems of controllers and processors;
    - (iv) data protection impact assessment analysis;
    - (v) transfer of personal data abroad verification; and
    - (vi) data breach analysis.
  - (b) training controllers and processors;
  - (c) effecting service of enforcement notices on controllers and processors; and
  - (d) taking such measures, as may be necessary, to bring the provisions of the Data Protection Act to the knowledge of the general public.
4. To use ICT in the performance of his duties.
5. 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 Assistant Data Protection Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 - 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 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 Wednesday 12 July 2023.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 22 June 2023**

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