

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 117 OF 2023

Vacancy for Post of Investigations Officer **Office of the Ombudsman**

Applications are invited from qualified officers who wish to be considered for appointment as Investigations Officer 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 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) reckon at least three years' experience in investigation duties;
 - (ii) possess good analytical skills;
 - (iii) have the ability to work in a team and be result-orientated;
 - (iv) able to meet tight deadlines; and
 - (v) 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.**

III. DUTIES AND SALARY

1. To be responsible to the Ombudsman through 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 answering queries from members of the public.
2. To perform investigation and related reporting 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 complainants, stakeholders and other interested parties.
 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 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 a month.

IV. 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. 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 Officer/Responsible Officer.

3. This circular 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.**

V. 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 12 February 2024**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 23 January 2024

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