

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 5 OF 2024**

**Vacancy for Post of Principal Industrial Property Officer**  
**Ministry of Foreign Affairs, Regional Integration and International Trade**  
**(International Trade Division)**

Applications are invited from among qualified officers in the grade of Senior Industrial Property Officer who wish to be considered for appointment as Principal Industrial Property Officer in the Ministry of Foreign Affairs, Regional Integration and International Trade (International Trade Division).

**II. QUALIFICATIONS**

By selection from among officers in the grade of Senior Industrial Property Officer who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) are fully conversant with the provisions of the Industrial Property Enactments;
- (ii) have good organising and administrative abilities; and
- (iii) have good communication and interpersonal skills.

**III. ROLE AND RESPONSIBILITIES**

To advise on policy formulation and administrative procedures in respect of industrial property and to ensure the effective enforcement/applications of the provisions of national/regional/international Industrial Property Legislation norms.

**IV. DUTIES AND SALARY**

1. To be responsible for the efficient operation and administration of the Industrial Property Office.
2. To ensure the enforcement of the provisions of the Industrial Property Enactments.
3. To advise on policy formulation and administrative procedures relating to industrial property in general.
4. To train and supervise subordinate staff.
5. To ensure the effective application of the provisions of international/regional agreements in relation to Industrial Property Rights.
6. To advise applicants on patents and trade marks matters.
7. To ensure the safe custody of documentation submitted in relation to industrial property.

8. To use ICT in the performance of his duties.
9. 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 Principal Industrial Property Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 36,550 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 – 59,300 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through Secretary for Foreign Affairs, Ministry of Foreign Affairs, Regional Integration and International Trade.
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.**

## **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 11 March 2024.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 20 February 2024**

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