GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Technology, Communication and Innovation (Data Protection Office)
Post: Data Protection Officer /Senior Data Protection Officer
Salary: Rs 27,850 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 –
62,950 (04 057 085)
Effective Date: 30 April 2019
Qualifications: By selection from among officers in the grade of Assistant Data Protection Officer
who reckon at least five years’ service in a substantive capacity in the grade and who –
(i) possess a degree in Computer Science or Computer Engineering or
Information Systems or Information Technology or Software Engineering,
or a degree, the major part of which should be Computer Science or
Computer Engineering or Information Systems or Information Technology
or Software Engineering from a recognised institution or an equivalent
qualification acceptable to the Public Service Commission; and
(ii) have good analytical, interpersonal and communication skills.

NOTE
In the absence of qualified serving officers, by selection from among candidates
who –
(i) possess a degree in Computer Science or Computer Engineering or
Information Systems or Information Technology or Software Engineering,
or a degree, the major part of which should be Computer Science or
Computer Engineering or Information Systems or Information Technology
or Software Engineering from a recognised institution or an equivalent
qualification acceptable to the Public Service Commission;
(ii) reckon at least five years’ post-qualification experience in the field of
Information Technology and data processing; and
(iii) have good analytical, interpersonal and communication skills.
Candidates should produce written evidence of experience claimed.

Role and Responsibilities: To be responsible for all matters relating to inspections and investigations in line
with the Data Protection Act.

CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

30 April 2019
DUTIES:

1. To be responsible for the performance of the following duties –
   (a) to investigate any complaint or information which may give rise to a suspicion that an offence may be committed and swear on information in respect of an offence under the Data Protection Act;
   (b) to carry out –
      (i) registration activities, including online registration;
      (ii) inspections and assessments of the security measures imposed on controllers and processors;
      (iii) periodical audits of the systems of controllers and processors to ensure compliance with the data protection principles specified in the Act and carry out protection certifications; and
      (iv) research activities on IT and data security;
   (c) to effect service of enforcement notices on controllers or processors;
   (d) to enter and search any premises for the purposes of discharging any duties under the Act;
   (e) to provide training to controllers and processors;
   (f) to take such measures, as may be necessary, to bring the provisions of the Data Protection Act to the knowledge of the general public;
   (g) to provide assistance and advice to other regulators to ensure that security and other measures implemented are in line with data protection principles and prepare advice on high risk processing operations and personal data breaches;
   (h) to manage data protection compliance in accordance with the Data Protection Act; and
   (i) to cooperate with supervisory authorities of other countries, to the extent necessary for the performance of his duties under the Data Protection Act, in particular by exchanging relevant information in accordance with any other related enactment.

2. To assist the Data Protection Commissioner in the performance of his duties.

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

4. 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 Data Protection Officer/Senior Data Protection Officer in the roles ascribed to him.

CERTIFIED CORRECT

D. Gowry (Mrs)
for Secretary for Public Service

30 April 2019

Date...