

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

**Department:** Equal Opportunities Commission

**Post:** Investigator, Equal Opportunities Commission

**Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 –  
49,950 x 1,625 – 56,450 (12 054 081)

**Effective Date:** 19 December 2016

**Qualifications:**

A. A degree in Law or Law and Management or a degree, the major part of which should be Law, from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess a sound understanding of human rights and its related legislations;
- (ii) have the ability to work under pressure;
- (iii) possess good interpersonal and communication skills;
- (iv) have the ability to work in a team and be result-oriented;
- (v) possess good analytical skills and have the ability to adopt a multi-disciplinary approach to problem-solving; and
- (vi) be computer literate.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To investigate and process complaints made under the Equal Opportunities Act and make recommendations thereof.
2. To deal with correspondence pertaining to the handling process of complaints.

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CERTIFIED CORRECT

*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

19 December 2016

Date.....

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3. To interview complainants, respondents and witnesses and visit relevant sites.
4. To collect information useful for investigation, analyse and weigh relevant evidence from a legal perspective.
5. To compile and present data/information statistically for the preparation of reports.
6. To take notes during hearings, prepare and submit papers and reports to the Commission.
7. To assist in –
  - (i) the drafting of policies and programmes; and
  - (ii) public awareness/sensitisation campaigns on Equal Opportunities.
8. To facilitate the conciliation and resolution of complaints and attend the Equal Opportunities Tribunal.
9. To use ICT in the performance of his duties.
10. 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 Investigator, Equal Opportunities Commission in the roles ascribed to him.



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