

GOVERNMENT OF MAURITIUS


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

- Department:** Office of the Director of Public Prosecutions
- Post:** Disclosure Officer
- Salary:** Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 –
32,500 x 925 – 37,125 x 1,225 – 39,575 (12 035 070)
- Effective Date:** 12 September 2017
- Qualifications:** A. A diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Role and Responsibilities:** To be responsible for the overall disclosure and communication of prosecution materials to the defence within the Office of the Director of Public Prosecutions.
- Duties:**
1. To examine and assess all relevant materials which are subject to disclosure.
 2. To decide on suitable disclosure methods.
 3. To be responsible for the preparation and drafting of disclosure guidelines.
 4. To oversee and coordinate the disclosure process and ensure the accuracy, integrity and timeliness of all submissions.
 5. To be accountable and responsible for unused materials.
 6. To ensure suitable handling and classification of all sensitive materials.
 7. To attend court hearings where necessary in order to assist Counsel at the Office of the Director of Public Prosecutions and Prosecuting Counsel with any disclosure issue that may arise and may be required to give evidence on matters appertaining to disclosure.
 8. To be responsible for editing, as required, within disclosure and evidentiary rules surrounding sensitivity of all relevant disclosable material prior to disclosure to the defence and responsible for sending and collating all letters issued to persons holding unused material.

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CERTIFIED CORRECT


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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

12 September 2017

Date.....

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9. To liaise with officers on all matters surrounding disclosure of exhibits, inclusive of complex regulatory investigations, where there is a necessity to provide disclosure material at the point of issuing preliminary findings.
10. To use ICT in the performance of his duties.
11. 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 Disclosure Officer in the roles ascribed to him.

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

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Date.....

