

GOVERNMENT OF MAURITIUS

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

Ministry: Information Technology, Communication and Innovation

Post: Assistant Data Protection Officer

Salary: Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 –
35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675
(04 047 079)

Effective Date: 25 April 2023

Qualifications: A. (i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"; and

(ii) A diploma in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or Computing and Law from a recognised institution.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon at least two years' post-qualification experience in database management or information systems management and data handling in their respective field of study;
- (ii) possess good analytical skills; and
- (iii) possess good interpersonal and communication skills.

Candidates should produce written evidence of experience claimed.

Duties:

1. To examine data protection registration, including online registration and renewal forms to ensure that they meet the set requirements.
2. To issue renewal notices to controllers and processors and take follow-up action on payments.

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CERTIFIED CORRECT

B. D. Nundloll

B. D. Nundloll (Mrs)

for Secretary for public service

25 April 2023

Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

3. To assist Data Protection Officer/Senior Data Protection Officers in the performance of their duties including, *inter alia*, the following –
 - (a) carrying out –
 - (i) investigations in accordance with the Data Protection Act;
 - (ii) research activities on IT and data security;
 - (iii) periodical audits and certifications of the systems of controllers and processors;
 - (iv) data protection impact assessment analysis;
 - (v) transfer of personal data abroad verification; and
 - (vi) data breach analysis.
 - (b) training controllers and processors;
 - (c) effecting service of enforcement notices on controllers and processors; and
 - (d) taking such measures, as may be necessary, to bring the provisions of the Data Protection Act to the knowledge of the general public.
4. To use ICT in the performance of his duties.
5. 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 Assistant Data Protection Officer in the roles ascribed to him.



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B. D. Nundloll (Mrs)
for Secretary for public service

25 April 2023

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