



**NOTES & INSTRUCTIONS TO APPLICANTS**

1. These notes and instructions provide applicants with general information about the Independent Commission Against Corruption (ICAC) and recruitment and selection in general at the Commission.

2. The Independent Commission Against Corruption (ICAC) is an independent organisation established under the Prevention of Corruption Act 2002 as subsequently amended, and is administered and managed by a Board.

The broad mandate of the ICAC is to:

- detect, investigate and prosecute corruption offences;
- investigate and prosecute money laundering offences;
- better educate the public of the evils of corruption; and
- develop corruption prevention strategies, in accordance with the provisions of the Act.

The Commission also investigates into money laundering and related offences under the Financial Intelligence & Money Laundering Act (FIAMLA) 2002 as amended.

3. The ICAC's main mission is to expose and eradicate corruption through investigation, prevention and education with a view to promoting integrity and probity.

4. As an equal opportunity employer, the ICAC endeavours to attract and retain the services of high calibre employees to attain its objectives.

5. The ICAC expects a high standard of conduct and work in compliance with its Code of Conduct.

6. Applications for available posts are invited through advertisement. The advertisement makes clear the nature of the post offered, the qualifications, experience, standards and skills required to fill it. It also makes clear that a system of integrity checking will be applied to the applicant, which will involve close personal scrutiny of the applicant and interview of family members; relatives; past and present employers and personal referees.

7. In filling an application form, applicants are required to give: -

- (i) full personal and family details;
- (ii) full academic and employment history;
- (iii) contact details of all employers and referees; and
- (iv) the correct information as requested.

8. (a) The post applied for should be clearly marked on the top left hand corner of the envelope or in the subject box if sent through email.

(b) Applicants should immediately inform the Commission about any change of address, after they have submitted their application for a job.

(c) It is very important for the applicant to indicate his/her National Identity number in the space provided in the application form.

(d) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will **not** be accepted.

(e) Candidates possessing an alternative qualification to the prescribed one/s are requested to submit an Equivalence Certificate from the Higher Education Commission (HEC) or Mauritius Qualifications Authority (MQA), as appropriate.

(f) The completed application form should contain full details regarding previous experience, qualifications and any other factor which would qualify the candidate to carry

out effectively the duties of the post applied for. Evidence/proof of previous employment, position/s held and duties performed, must be submitted

(g) Candidates already in employment at the ICAC, are not required to fill in Part 13 of the Application Form.

(h) Should there be any matter not covered in the application form that the applicant wishes the Commission to consider with the application, the details thereof must be given on an additional sheet.

(i) Referee checking is an important element of the selection process. It is designed to seek employment related information about the applicant from past or present employers or other people who have a direct personal knowledge of the applicants' work behaviour and performance.

(j) Immediate members of the family refer to: spouse, children, parents, siblings.

9. Only the best qualified applicants will be called for interview. Applicants may also be invited to attend a short written, oral or aptitude test.

**10. Candidates selected for interview will be required to produce the originals of their birth certificate, marriage certificate (where applicable), National Identity Card, academic, professional and technical qualifications, and proof of address (telephone/CEB/CWA bill).**

11. Integrity checking of the applicant will be a part of the recruitment procedure.

12. When recruited, selected candidates: -

- (i) have an obligation to take an Oath of Secrecy;
- (ii) have an obligation to declare their assets and liabilities in relation to themselves, their spouse, children and grandchildren in accordance with the PoCA ; and
- (iii) have an obligation to sign the Oath of Allegiance and adhere to the Code of Conduct and Ethics

**13. Applications not made on the prescribed form will not be accepted.**

**14. Incomplete, inadequate or inaccurate filling of the application form will entail disqualification and elimination from the selection exercise.**

**It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of the appointment.**

**15. Applications received after the closing date and time mentioned in the advertisement will not be accepted.**

**16. The ICAC reserves the right not to make any appointment as a result of this advertisement.**

*17. Appointment to positions at the ICAC is through a competitive merit based selection process combined with stringent security and integrity vetting process. Applicants should note that recruitment is not made against reward of any kind. Applicants must, therefore, guard themselves against any person who promises employment against reward, financial or otherwise, and report any such case, (if any), immediately to the Commission.*

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