Applications are invited from qualified candidates who wish to be considered for appointment as Probation Officer in the Ministry of Defence and Rodrigues.

II. AGE LIMIT

Candidates should be between 25 and 40 years of age by the closing date for the submission of applications (upper age limit not applicable to public officers).

III. QUALIFICATIONS

A. Candidates should possess a diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

   (a) reckon at least three years’ experience in Social Work; and

   (b) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right:

(i) to convene only the best qualified candidates for interview; and

(ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To prepare Social Enquiry Reports on offenders and other persons at the request of courts, Office of the Director of Public Prosecutions, Reform Institutions and other local and international social agencies.

2. To supervise –

(i) offenders placed on probation including those with additional requirements such as curfew, attendance centre, drug or alcohol treatment, residence and others;

(ii) offenders released under the Community Service Order including those with additional requirements such as counselling and others;

(iii) persons released from the Prisons, the Correctional Youth Centre, the Rehabilitation Youth Centre and Probation Institutions; and

(iv) children and other persons as may be directed by Courts and referred by the Office of the Director of Public Prosecutions and other agencies.

3. To monitor the work of Community Service Supervisors.

4. To work in institutions falling under the Probation and After Care Service and to act as warden, as and when required.

5. To mediate and help bring about conciliation and reconciliation in matrimonial and other social disputes.

6. To organise and participate in indoor and outdoor educational/rehabilitation programmes for inmates of probation institutions.

7. To attend to case conferencing with magistrates in Chambers and in probation and other institutions for cases involving offenders and other persons.

8. To attend to throughcare and aftercare cases of Reform/Probation Institutions.

9. To deliver preventive talks on criminality and other social problems.

10. To participate in the training of probationers and other persons at the Attendance Centre.
11. To compile and submit statistics for the Records and Research Unit, District Probation Committee and others.

12. To act as Secretary to the District Probation Committee, as and when required.

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

14. 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 Probation Officer in the roles ascribed to him.

Note
Probation Officers will be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.

The permanent and pensionable post carries salary in scale Rs 16,725 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 QB 38,350 x 1,225 – 39,575 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m to 3.30 p.m on weekdays and not later than 3.00 p.m on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, duly signed through their respective Supervising/Responsible Officers.

5. Acknowledgement of applications will be made by e-mail. Candidates are encouraged to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For any other query, the help desk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.
8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues, or from the offices of the Mauritius High Commissions/Embassies overseas.

VI. **CLOSING DATE**

Online Application forms should reach the Secretary, Public Service Commission **not later than 3.00 p.m. (local time) on Monday 22 April 2019.** Applications received after the specified closing date and time will **not** be considered.

Date: 02 April 2019

Public Service Commission,
7, Louis Pasteur Street,  
FOREST SIDE.