Applications are invited from qualified candidates who wish to be considered for appointment as Probation Officer in the Reform Institutions Division of the Ministry of Social Security, National Solidarity and Reform Institutions.

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 equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

3. The Commission reserves the right to convene **only** the best qualified candidates for interview.

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 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 33,275 QB 34,175 x 1,200 – 35,375. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 14,580 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

V. MODE OF APPLICATION

1. Qualified candidates should 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 Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side, not later than 3.00 p.m. on Thursday 09 October 2014.

Date: 19 September 2014

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