DISCIPLINED FORCES SERVICE COMMISSION CIRCULAR NOTE NO. 2 of 2015

Vacancy for the Post of Female Assistant Commissioner of Prisons
Mauritius Prison Service

Applications are invited from qualified officers of the Mauritius Prison Service who wish to be considered for appointment as Female Assistant Commissioner of Prisons in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among officers in the grades of Female Superintendent of Prisons/Senior Female Superintendent of Prisons who reckon at least two years’ service in a substantive capacity in the grade and who –

(a) possess administrative and organising abilities;

(b) possess excellent leadership qualities; and

(c) are capable of dealing with crisis situations.

III. ROLE AND RESPONSIBILITIES

To ensure that the rules, regulations and orders relating to prisons are complied with by officers and detainees, and to plan all the programmes, activities and operations of the different penal institutions under her control.

IV. DUTIES AND SALARY

1. To be responsible for the overall administration of:

   (i) the Women Prison;
   (ii) the correctional institution; and
   (iii) the Special Prison for Women.

2. To devise and monitor rehabilitation programmes.
3. To be responsible for enforcing discipline and security measures in the above institutions and to ensure that human, financial and material resources made available are used efficiently, effectively and economically.

4. To submit reports, statistics and other information to the Commissioner of Prisons, as and when required.

5. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force and standing orders or such other orders and instructions that may be issued from time to time by the Commissioner of Prisons with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the Mauritius Prison Service.

6. To use ICT in the performance of her duties.

7. 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 Female Assistant Commissioner of Prisons in the roles ascribed to her.

The permanent and pensionable post carries salary in scale of Rs 51,275 x 1500 – 58,775 x 1,800 – 69,575 x 2,425 – 72,000 x 2500 – 77,000 a month plus salary compensation at approved rates.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on DFSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service & Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public and Disciplined Service Commissions, 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Disciplined Forces Service Commission and the duplicate through the Commissioner of Prisons.
3. This circular together with the application form (DFSC Form 7) are available on the website of the Public and Disciplined Forces Service Commissions at http://psc.govmu.org

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

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, Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on 25 March 2015.

Disciplined Forces Service Commission,
7, Louis Pasteur Street,

Date: 11 March 2015

FOREST SIDE.