PUBLIC SERVICE COMMISSION CIRCULAR NOTE No. 42 OF 2013

Vacancy for the Post of Superintendent, Rehabilitation Youth Centre
Ministry of Social Security, National Solidarity and Reform Institutions
(Reform Institutions Division)

Applications are invited from qualified officers of the Rehabilitation Youth Centre who wish to be considered for appointment as Superintendent, Rehabilitation Youth Centre in the Reform Institutions Division of the Ministry of Social Security, National Solidarity and Reform Institutions.

II. QUALIFICATIONS

By selection from among officers –

(a) holding a substantive appointment in the grades of Assistant Superintendent, Rehabilitation Youth Centre and Female Assistant Superintendent, Rehabilitation Youth Centre; and

(b) in the grades of Chief Officer, Rehabilitation Youth Centre and Chief Female Officer, Rehabilitation Youth Centre reckoning at least four years’ service in a substantive capacity in the respective grade who –

(i) have a sound knowledge of Rehabilitation Youth Centre rules and regulations;

(ii) possess organising and effective communication skills;

(iii) have the ability to work under pressure and manage crisis situations; and

(iv) are able to lead and motivate staff.

III. DUTIES AND SALARY

1. To be responsible for the management and day-to-day administration of the Rehabilitation Youth Centre and to ensure that duties relating to security, safe custody, discipline and cleanliness are strictly observed.

2. To perform such duties as laid down in the Reform Institutions and other related Acts, Rehabilitation Youth Centre regulations and legislation in force so as to ensure that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institution.

3. To devise and monitor rehabilitation programmes.

4. To advise the Responsible Officer on matters relating to the Rehabilitation Youth Centre.

5. To ensure that resources are used efficiently, effectively and economically.

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

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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 Superintendent, Rehabilitation Youth Centre in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 32,375 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 51,275 a month. However, for the year 2013 and the year 2014, the incumbent would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

IV. 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Social Security, National Solidarity and Reform Institutions.

3. This circular 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.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on 07 November 2013.

Date: 25 OCTOBER 2013.