DISCIPLINED FORCES SERVICE COMMISSION CIRCULAR NOTE NO 3 OF 2015

Vacancies for the Post of Superintendent of Prisons/Senior Superintendent of Prisons (Industries)

Mauritius Prison Service

Applications are invited from qualified officers of the Mauritius Prison Service who wish to be considered for appointment as Superintendent of Prisons/Senior Superintendent of Prisons (Industries) in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among officers who –

(a) reckon at least two years’ service in a substantive capacity in the grade of Assistant Superintendent of Prisons (Industries) or an aggregate of at least two years’ service in a substantive capacity in the grade of Assistant Superintendent of Prisons (Industries) and the former grade of Assistant Superintendent of Prisons (Trades);

(b) have a sound knowledge of Prisons duties and are well versed in Prisons rules, regulations, legislations in force and Standing Orders;

(c) have a high sense of responsibility and the ability to exercise authority;

(d) possess excellent communication, interpersonal and supervisory skills; and

(e) have the ability to motivate a large staff.

III. ROLE AND RESPONSIBILITIES

To be responsible to the Commissioner of Prisons for the supervision of all programmes, activities and operations of the Industries Section.

IV. DUTIES AND SALARY

1. To advise the Assistant Commissioner of Prisons (Trades) on matters relating to the Industries Section and attend management meetings, as and when required.

2. To be responsible for –

   (i) the organisation and supervision of all activities related to the Industries Section in all Prisons and for the maintenance of a steady production; and
(ii) the upkeep of all plants, tools and equipment pertaining to the Industries Section.

3. To organise training for all officers and detainees posted to the Industries Section including farms and gardens.

4. To have overall responsibility for the management of all staff and detainees in the Industries Section including farms and gardens.

5. To ensure that Health and Safety measures and Human Rights are observed.

6. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force, Standing Orders and 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.

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

8. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from the Superintendent of Prisons/Senior Superintendent of Prisons (Industries) 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 – 52,775 a month plus salary compensation at approved rates.

V. **MODE OF APPLICATION**

1. Qualified officers should submit their application on **DFSC 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 and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Registry of the Prisons Headquarters, Mauritius Prison Service, Beau Bassin **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 Service Commission and Disciplined Forces Service Commission at the following address: [http://psc.govmu.org](http://psc.govmu.org)

4. On-Line application can also be submitted through the government web portal at [http://www.govmu.org](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 20 April 2015.**

Disciplined Forces Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**

Date: 31 March 2015