Vacancies for the Post of Superintendent of Prisons/Senior Superintendent of Prisons
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 in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among officers in the grades of Assistant Superintendent of Prisons and Assistant Superintendent of Prisons (Trades) who –

(i) reckon at least two years' service in a substantive capacity in their respective grades or an aggregate of at least two years’ service in a substantive capacity in the grades of Assistant Superintendent of Prisons and Assistant Superintendent of Prisons (Trades) and the former grades of Supervisor of Industries, Supervisor of Works, Chief Prisons Officer, Chief Industries Officer, Chief Works Officer and Chief Stores Officer (Prisons);

(ii) have a sound knowledge of prisons duties and are well versed in prisons rules, prisons regulations, legislations in force and standing orders;

(iii) are able to deal with all types of custodial problems/difficult detainees;

(iv) possess excellent communication and interpersonal skills; and

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

III. ROLE AND RESPONSIBILITIES

To be responsible for the observance of all rules, regulations and orders and to supervise over security, custody and discipline in prisons institutions.

IV. DUTIES AND SALARY

1. To assist the Assistant Commissioner of Prisons in the administration of any prison or correctional institution or Trades Section.
2. To be responsible for the administration of any prison or correctional institution or Trades Section as may be directed.
3. To advise the Commissioner of Prisons on matters relating to the Trades Section and attend management meetings as required.
4. To ensure that duties relating to security, safe custody, discipline and cleanliness are strictly observed.
5. To perform such duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force and standing orders with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institutions.
6. To look into the operational side as regards day-to-day running of the institutions in order to ensure that:
   (i) rules and regulations are correctly interpreted and applied consistently by staff;
   (ii) officers are being deployed efficiently;
   (iii) records of staff and detainees are properly kept;
   (iv) good staff relations/staff welfare with a healthy and safe work environment are maintained;
   (v) officers are being properly supervised and provided with guidance and training whenever needed;
   (vi) physical, mental and social needs of detainees are catered for;
   (vii) enquiries are properly conducted and reports submitted when needed;
   (viii) human, financial and material resources made available are used efficiently, effectively and economically; and
   (ix) arrangements are made for the submission of requirements as regards the Trades Section

7. To devise and monitor rehabilitation programmes.

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

9. 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 Superintendents of Prisons/Senior Superintendents of Prisons in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 32,375 x 900 – 34,175 x 1,200 – 37,775 x 1500 – 52,775 a month plus salary compensation at approved rates. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 32,080, in accordance with, the Master Conversion Table of Errors, Omissions and Anomalies Committee Report 2013.

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.

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.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, Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m on 28 August 2014.

Date: 08 August 2014

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

This Circular note together with the application form (DFSC Form 7) are also available on the website of the Public and Disciplined Forces Service Commission at the following address: http://psc.gov.mu.

Online application can also be submitted through the government web portal at http://www.gov.mu

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

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

Date: ……………2010