

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 19 OF 2024

Vacancy for Post of Assistant Commissioner of Probation and After Care
Prime Minister's Office
(Rodrigues, Outer Islands and Territorial Integrity Division)

Applications are invited from qualified officers who wish to be considered for appointment as Assistant Commissioner of Probation and After Care in the Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division).

II. QUALIFICATIONS

A. By selection from among –

I. officers in the grade of Principal Probation Officer who –

(i) possess a degree in Social Work or Social Studies or Sociology or Psychology or Administration or Management or Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission

or

(ii) possess a diploma in Social Work and a diploma in Public Administration and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

II. officers in the grade of Senior Probation Officer who –

(i) possess a degree in Social Work or Social Studies or Sociology or Psychology or Administration or Management or Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(ii) reckon at least six years' service in a substantive capacity in the grade.

B. Candidates should –

(i) be fully conversant with all aspects of the work of the Probation and After Care Service;

(ii) have wide knowledge of all probation-related legislation including the Probation of Offenders Act, the Community Service Order Act, the Juvenile Offenders Act and the Reform Institutions Act;

(iii) possess good interpersonal and communication skills;

(iv) possess good administrative and organising skills; and

(v) possess good leadership skills.

NOTE

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To assist the Commissioner of Probation and After Care and Deputy Commissioner of Probation and After Care in the efficient and effective management of the Probation and After Care Service.

IV. DUTIES AND SALARY

1. To assist the Deputy Commissioner of Probation and After Care in the –
 - (i) implementation of policy decisions for the Probation and After Care Service;
 - (ii) preparation and holding of the Central Probation Committee;
 - (iii) provision of timely and high quality services to clients of Probation and After Care Service; and
 - (iv) enforcement of quality standards and compliance with professional and ethical practices.
2. To be responsible for –
 - (i) the day-to-day running of a division of the Probation and After Care Service;
 - (ii) the in-service training of officers and work placement of university students;
 - (iii) the management of the Record and Research Unit, the Psychological Services Unit, the Probation Hostel for Boys and the Probation Home for Girls;
 - (iv) the appraisal of social enquiry reports;
 - (v) the monitoring of closed case files; and
 - (vi) the monitoring of preventive work in the community.

3. To supervise and monitor projects and schemes such as After Care, parole, through care and rehabilitation of offenders both in the Probation institutions, Probation Hostel for Boys and Probation Home for Girls and in the community.
4. To organise work in relation to the welfare of children and the family at the request of the Supreme Court (Family Division).
5. To monitor the implementation of the community service order as made by the court.
6. To monitor the proper functioning of the Attendance Centres.
7. To ensure the maintenance of standards of social enquiry reports prepared by Senior Probation Officers and Probation Officers at the request of Courts, Office of the Director of Public Prosecutions, Reform Institutions and other local and international social agencies.
8. To represent the Commissioner of Probation and After Care on boards and in committees.
9. To use ICT in the performance of his duties.
10. 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 Assistant Commissioner of Probation and After Care in the roles ascribed to him.

Note

The Assistant Commissioner of Probation and After Care may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and during emergencies.

The permanent and pensionable post carries salary in scale Rs 40,300 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** *via* the website of the Public Service Commission at the following address:
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Permanent Secretary, Prime Minister’s Office (Rodrigues, Outer Islands and Territorial Integrity Division).

4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Wednesday 17 April 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 28 March 2024

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