

DISCIPLINED FORCES SERVICE COMMISSION CIRCULAR NOTE NO. 1 OF 2021

Vacancy for 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 –

- (i) 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);
- (ii) have a sound knowledge of Prisons duties and are well versed in Prisons rules, regulations, legislations in force and Standing Orders;
- (iii) have a high sense of responsibility and the ability to exercise authority;
- (iv) possess excellent communication, interpersonal and supervisory skills; and
- (v) 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 the 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 34,350 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically *via* the website of the Public Service Commission and Disciplined Forces Service Commission at the following address:
<http://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** submit a printed copy of their Application Form, **duly signed**, through the Commissioner of Prisons.
4. For queries, regarding **Username & 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 DFSC Circular Note)**" 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 3.00 p.m. (local time) on Wednesday 24 February 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 04 February 2021

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