

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 85 OF 2021**

**Vacancies for Post of Probation Officer**

**Prime Minister's Office**

**(Rodrigues, Outer Islands and Territorial Integrity Division)**

Applications are invited from qualified candidates who wish to be considered for appointment as Probation Officer in the Reform Institutions and Rehabilitation Division of the Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division).

**II. AGE LIMIT**

Candidates should be between **25** and **40** years of age by the closing date for the submission of applications (upper age limit not applicable to public officers).

**III. QUALIFICATIONS**

- A.** Candidates should possess a diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B.** Candidates should –
- (a) reckon at least three years' experience in social work; and
  - (b) be computer literate.

**NOTE**

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed and 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 written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
4. The Commission reserves the right:
  - (i) to convene **only** the best qualified candidates for interview; and
  - (ii) not to make any appointment following this advertisement.

#### **IV. DUTIES AND SALARY**

1. To prepare Social Enquiry Reports on offenders and other persons at the request of courts, Office of the Director of Public Prosecutions, Reform Institutions and other local and international social agencies.
2. To supervise –
  - (i) offenders placed on probation including those with additional requirements such as curfew, attendance centre, drug or alcohol treatment, residence and others;
  - (ii) offenders released under the Community Service Order including those with additional requirements such as counselling and others;
  - (iii) persons released from the Prisons, the Correctional Youth Centre, the Rehabilitation Youth Centre and Probation Institutions; and
  - (iv) children and other persons as may be directed by Courts and referred by the Office of the Director of Public Prosecutions and other agencies.
3. To monitor the work of Community Service Supervisors.
4. To work in institutions falling under the Probation and After Care Service and to act as warden, as and when required.
5. To mediate and help bring about conciliation and reconciliation in matrimonial and other social disputes.
6. To organise and participate in indoor and outdoor educational/rehabilitation programmes for inmates of probation institutions.
7. To attend to case conferencing with magistrates in Chambers and in probation and other institutions for cases involving offenders and other persons.
8. To attend to throughcare and aftercare cases of Reform/Probation Institutions.
9. To deliver preventive talks on criminality and other social problems.
10. To participate in the training of probationers and other persons at the Attendance Centre.

11. To compile and submit statistics for the Records and Research Unit, District Probation Committee and others.
12. To act as Secretary to the District Probation Committee, as and when required.
13. To use ICT in the performance of his duties.
14. 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 Probation Officer in the roles ascribed to him.

### **Note**

Probation Officers will be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.

The permanent and pensionable post carries salary in scale Rs 19,225 x 300 - 19,525 x 325 - 21,475 x 375 - 22,225 x 400 - 23,425 x 525 - 26,050 x 675 - 27,400 x 825 - 35,650 x 900 - 37,450 x 950 - 42,200 QB 43,500 x 1,300 - 44,800 a month.

## **V. 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 Public Service, Administrative and Institutional 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 Commissions/ Embassies overseas.
2. Candidates already in the service **should** submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

5. Candidates are also 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 candidate.**

#### **VI. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Monday 29 November 2021.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 09 November 2021**

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