

# **DISCIPLINED FORCES SERVICE COMMISSION**

## **CIRCULAR NOTE NO. 3 OF 2021**

### **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 grade of Assistant Superintendent of Prisons who –

- (i) reckon at least two years' service in a substantive capacity in the grade;
- (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 interpersonal and communication skills; and
- (v) possess strong motivational skills.

#### **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.

2. To be responsible for the administration of any prison or correctional institution as may be directed.
3. To attend management meetings as and when 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 Mauritius Prison Service.
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 as and when required; and
  - (viii) human, financial and material resources made available are used efficiently, effectively and economically.
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 the Superintendent of Prisons/Senior Superintendent of Prisons 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 officers should submit their application on **DFSC 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 Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side.
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 <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**

Applications should reach the Secretary, Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 15 00 hours (local time) on Thursday 28 October 2021.** Applications received after the specified closing date and time will **not** be considered.

**Date: 08 October 2021**

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