

DISCIPLINED FORCES SERVICE COMMISSION
CIRCULAR NOTE NO. 5 OF 2023

Vacancy for the Post of Woman Assistant Commissioner of Prisons

MAURITIUS PRISON SERVICE

Applications are invited from qualified serving officers of the Mauritius Prison Service who wish to be considered for appointment as Woman Assistant Commissioner of Prisons in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among officers in the grade of Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons who reckon at least two years' service in a substantive capacity in the grade and who -

- (i) possess administrative and organising abilities;
- (ii) possess excellent leadership qualities; and
- (iii) are capable of dealing with crisis situations.

III. ROLE AND RESPONSIBILITIES

To ensure that the rules, regulations and orders relating to prisons are complied with by officers and detainees, and to plan all the programmes, activities and operations of the different penal institutions under her control.

IV. DUTIES AND SALARY

1. To be responsible for the overall administration of –
 - (i) the Women Prison;
 - (ii) the correctional institution; and
 - (iii) the Special Prison for Women.
2. To devise and monitor rehabilitation programmes.
3. To be responsible for enforcing discipline and security measures in the above institutions and to ensure that human, financial and material resources made available are used efficiently, effectively and economically.
4. To submit reports, statistics and other information to the Commissioner of Prisons, as and when required.
5. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force and standing orders or 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.

6. To use ICT in the performance of her duties.
7. 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 Woman Assistant Commissioner of Prisons in the roles ascribed to her.

The permanent and pensionable post carries salary in the scale Rs 57,600 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 91,375 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:
<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 Commissioner of Prisons.
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 and Disciplined Forces 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 07 September 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 18 August 2023

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