

DISCIPLINED FORCES SERVICE COMMISSION

CIRCULAR NOTE NO. 4 OF 2023

**Vacancies for the Post of
Superintendent of Prisons/Senior Superintendent 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 Superintendent of Prisons/Senior Superintendent of Prisons in the Department.

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 36,550 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 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.