

DISCIPLINED FORCES SERVICE COMMISSION CIRCULAR NOTE NO. 7 OF 2023

Vacancy for Post of Prisons Welfare Officer **Rodrigues Regional Assembly (Prisons and Reforms Institutions)**

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as **Prisons Welfare Officer** in the Rodrigues Regional Assembly (Prisons and Reforms Institutions).

II. QUALIFICATIONS

By selection from among officers of the Rodrigues Prison Service who are members of the Disciplined Force and who -

- (i) reckon at least five years' service in a substantive capacity in the Rodrigues Prison Service;
- (ii) possess a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Disciplined Forces Service Commission;
- (iii) are conversant with the provisions of the Reform Institutions Act, relevant laws and subsidiary legislations; and
- (iv) possess good interpersonal and communication skills.

III. ROLE AND RESPONSIBILITIES

To assist the officer in charge of the institution in the training, welfare and rehabilitation of detainees through educational and vocational training and creating avenues for their rehabilitation and reintegration in society.

IV. DUTIES AND SALARY

1. To maintain contact between the detainees and their families.
2. To establish and maintain links with prospective employers and the Probation Service.
3. To prepare detainees for discharge and to organise and conduct prerelease courses for detainees.
4. To assist in updating the system for the overall rehabilitation of detainees.

5. To deal with legal, social and family problems of detainees and liaise with their families.
6. To arrange every sitting of the Reception Board.
7. To attend the Discharged Persons' Aid Committee.
8. To liaise with the Records Office for particulars of detainees.
9. To submit reports to the Probation Service on detainees applying for assistance from the Discharged Persons' Aid Committee.
10. To assist in the drafting of petitions and writing correspondence on behalf of the detainees, as and when required.
11. To enquire and report on request or complaints made by detainees and referred to him by the officer in charge or the Commissioner of Prisons.
12. To use ICT in the performance of his duties.
13. 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 Prisons Welfare Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 50,900 a month.

V. MODE OF APPLICATION

1. Qualified candidates 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 Public Service Commission and Disciplined Forces 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. 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>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

4. 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 Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues **not later than 15 15 hours (local time) on Monday 13 November 2023.** Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 24 October 2023

Disciplined Forces Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.