

DISCIPLINED FORCES SERVICE COMMISSION

CIRCULAR NOTE NO. 3 OF 2024

Vacancy for the post of Assistant Commissioner of Prisons Mauritius Prison Service

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

II. QUALIFICATIONS

By selection from among officers in the grades of Superintendent of Prisons/Senior Superintendent of Prisons and Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons who -

- (i) reckon at least two years' service in a substantive capacity in their respective grades or an aggregate of at least two years' service in a substantive capacity in the grades of Superintendent of Prisons/Senior Superintendent of Prisons and Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons and the former grades of Senior Superintendent of Prisons, Superintendent of Prisons, Woman Superintendent of Prisons, Superintendent of Works, Superintendent of Industries and Superintendent of Stores (Prisons);
- (ii) possess administrative and organising ability;
- (iii) have a good personality and leadership qualities; and
- (iv) 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 and to plan all the programmes, activities and operations of the different prison institutions.

IV. DUTIES AND SALARY

1. To be responsible for the overall administration of -
 - (i) a prison/correctional institution;
 - (ii) a group of prisons or correctional institutions; and
 - (iii) the Trades Section.

2. To be responsible for enforcing discipline and security measures in the above institutions/section and to ensure that human, financial and material resources made available are used efficiently, effectively and economically.
3. To perform such duties as laid down in the Reform Institutions Act, Prisons Regulations, legislation in force and standing orders so as to ensure that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institutions/section.
4. To ensure that orders, instructions and procedures relating to the functioning of the Trades Section are strictly observed.
5. To submit such report, statistics and other information to the Commissioner of Prisons, as and when required.
6. To devise and monitor rehabilitation programmes.
7. To use ICT in the performance of his duties.
8. 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 Assistant Commissioners of Prisons in the roles ascribed to them.

The permanent and pensionable post carries salary in 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 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. Application Forms 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, Mauritius Prison Service.
3. This circular together with the Application Form (DFSC Form 7) are available on the website of the 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

Application Forms should reach the Secretary, Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 09 July 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date : 19 June 2024

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