

DISCIPLINED FORCES SERVICE COMMISSION CIRCULAR NOTE No. 4 OF 2024

**Vacancy for the Post of
Superintendent of Prisons/Senior Superintendent of Prisons (Industries)
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 (Industries) in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among officers who –

- (i) reckon at least two years' service in a substantive capacity in the grade of Assistant Superintendent of Prisons (Industries) or an aggregate of at least two years' service in a substantive capacity in the grade of Assistant Superintendent of Prisons (Industries) and the former grade of Assistant Superintendent of Prisons (Trades);
- (ii) have a sound knowledge of Prisons duties and are well versed in Prisons rules, regulations, legislations in force and Standing Orders;
- (iii) have a high sense of responsibility and the ability to exercise authority;
- (iv) possess excellent communication, interpersonal and supervisory skills; and
- (v) have the ability to motivate a large staff.

III. ROLE AND RESPONSIBILITIES

To be responsible to the Commissioner of Prisons for the supervision of all programmes, activities and operations of the Industries Section.

IV. DUTIES AND SALARY

1. To advise the Assistant Commissioner of Prisons (Trades) on matters relating to the Industries Section and attend management meetings, as and when required.
2. To be responsible for –
 - (i) the organization and supervision of all activities related to the Industries Section in all Prisons and for the maintenance of a steady production; and
 - (ii) the upkeep of all plants, tools and equipment pertaining to the Industries Section.
3. To organize training for all officers and detainees posted to the Industries Section including farms and gardens.

4. To have overall responsibility for the management of all staff and detainees in the Industries Section including farms and gardens.
5. To ensure that Health and Safety measures and Human Rights are observed.
6. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force, Standing Orders and 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.
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 the Superintendent of Prisons/Senior Superintendent of Prisons (Industries) in the roles ascribed to him.

The permanent and pensionable post carries salary in the 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 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 officers 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 06 August 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 17 July 2024

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