

DISCIPLINED FORCES SERVICE COMMISSION CIRCULAR NOTE NO. 5 OF 2024

Vacancy for the post of
Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons
Mauritius Prison Service

Applications are invited from qualified officers of the Mauritius Prison Service who wish to be considered for appointment as Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among officers in the grade of Woman Assistant Superintendent of Prisons who -

- (i) reckon at least two years' service in a substantive capacity in the grade or an aggregate of at least two years' service in a substantive capacity in the grade of Woman Assistant Superintendent of Prisons and the former grade of Chief Female Prisons Officer;
- (ii) have a sound knowledge of prisons duties and are well versed in prisons rules, prisons regulations, legislation in force and standing orders governing female prisons;
- (iii) are able to deal with all types of custodial problems/difficult detainees;
- (iv) possess excellent communication and interpersonal skills; and
- (v) have the ability to motivate a large staff.

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 be responsible for the administration and day-to-day running of female prisons.
- 2. To ensure that duties relating to security, safe custody, discipline and cleanliness are strictly observed.

3. 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 institutions.
4. 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 are submitted when needed;
 - (viii) human, financial and material resources made available are used efficiently, effectively and economically; and
 - (ix) arrangements are made for the submission of requirements as regards the Trades Section.
5. To devise and monitor rehabilitation programmes.
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 Woman Superintendents of Prisons/Senior Woman Superintendents of Prisons in the roles ascribed to them.

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 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 Public Service Commission and 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

Applications 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.

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

Date : 17 July 2024