

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 50 OF 2024

Vacancy for Post of Superintendent, Rehabilitation Youth Centre
Prime Minister's Office
(Rodrigues, Outer Islands and Territorial Integrity Division)

Applications are invited from qualified officers of the Rehabilitation Youth Centre who wish to be considered for appointment as Superintendent, Rehabilitation Youth Centre in the Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division).

II. QUALIFICATIONS

By selection from among officers –

- (a) holding a substantive appointment in the grades of Assistant Superintendent, Rehabilitation Youth Centre and Woman Assistant Superintendent, Rehabilitation Youth Centre; and
- (b) in the grades of Chief Officer, Rehabilitation Youth Centre and Chief Woman Officer, Rehabilitation Youth Centre reckoning at least four years' service in a substantive capacity in the respective grade

who –

- (i) have a sound knowledge of Rehabilitation Youth Centre rules and regulations;
- (ii) possess organising and effective communication skills;
- (iii) have the ability to work under pressure and manage crisis situations; and
- (iv) are able to lead and motivate staff.

III. DUTIES AND SALARY

1. To be responsible for the management and day-to-day administration of the Rehabilitation Youth Centre and to ensure that duties relating to security, safe custody, discipline and cleanliness are strictly observed.
2. To perform such duties as laid down in the Reform Institutions and other related Acts, Rehabilitation Youth Centre regulations and legislation in force so as to ensure that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institution.
3. To devise and monitor rehabilitation programmes.

4. To advise the Responsible Officer on matters relating to the Rehabilitation Youth Centre.
5. To ensure that resources are used efficiently, effectively and economically.
6. To use ICT in the performance of his 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 the Superintendent, Rehabilitation Youth Centre 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 – 61,000 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC 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, 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, Public Service Commission and the duplicate through the Permanent Secretary, Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division).
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public 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.**

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 03 October 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 13 September 2024

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.