

DISCIPLINED FORCES SERVICE COMMISSION CIRCULAR NOTE NO. 2 OF 2011

Vacancy for Post of Superintendent of Prisons / Senior 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 Superintendent of Prisons/ Senior Superintendent of Prisons in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among officers in the grades of Assistant Superintendent of Prisons and Assistant Superintendent of Prisons (Trades) 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 Assistant Superintendent of Prisons and Assistant Superintendent of Prisons (Trades) and the former grades of Supervisor of Industries, Supervisor of Works, Chief Prisons Officer, Chief Industries Officer, Chief Works Officer and Chief Stores Officer (Prisons);
- (ii) have a sound knowledge of prisons duties and are well versed in prisons rules, prisons regulations, legislations in force and standing orders;
- (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 assist the Assistant Commissioner of Prisons in the administration of any prison or correctional institution or Trades Section.
2. To be responsible for the administration of any prison or correctional institution or Trades Section as may be directed.
3. To advise the Commissioner of Prisons on matters relating to the Trades Section and attend management meetings as required.
4. To ensure that duties relating to security, safe custody, discipline and cleanliness are strictly observed.

5. 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.
6. 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 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.
7. To devise and monitor rehabilitation programmes.
8. To use ICT in the performance of his duties.
9. 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 Superintendents of Prisons/Senior Superintendents of Prisons in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 26,400 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 a month plus salary compensation at approved rates.

V. MODE OF APPLICATION

1. Qualified officers should submit their application on **DFSC Form 7** which may be obtained from the Enquiry Counters of either (i) the Mauritius Prisons Service, Head Quarters, Beau Bassin **or** (ii) the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** (iii) the Public and Disciplined Forces Service Commissions, 7, Louis Pasteur Street, Forest Side.
2. Applications 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.
3. This circular together with the application form (DFSC Form 7) are available on the website of the Public and Disciplined Forces Service Commissions at the following address: <http://psc.gov.mu>
4. On line application can also be submitted through the government web portal at <http://www.gov.mu>
5. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.
6. Candidates are 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 applicant.**

VI. CLOSING DATE

Applications should reach the Secretary, Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on 2 December 2011**

Date: 10 November 2011

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