GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 16 OF THE DISCIPLINED FORCES SERVICE COMMISSION REGULATIONS

Department: Mauritius Prison Service

Post: Superintendent of Prisons/Senior Superintendent of Prisons

Salary: Rs 26,400 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (17 55 67)
Rs 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (17 57 67) (Personal to Superintendent of Prisons/Senior Superintendent of Prisons formerly Senior Superintendent of Prisons in post as at 30 June 2008)

Effective Date: 30 June 2010

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.

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.

Duties:

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.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date: 30 JUN 2010
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.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date 30 Jun 2010