GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Social Security, National Solidarity and Reform Institutions
(Reform Institutions Division)

Post: Senior Female Officer, Rehabilitation Youth Centre

Salary: Rs 15,000 x 500 – 16,000 x 600 – 23,200 (17 37 51)

Effective Date: 11 May 2012

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Female Officer, Rehabilitation Youth Centre who –

(i) reckon at least four years’ service in a substantive capacity in the grade; and

(ii) have successfully followed an in-service training course organised by
the Ministry.

Duties:

1. To perform general duties as laid down in the Reform Institutions and
other related Acts, Rehabilitation Youth Centre regulations,
legislations in force and such orders as may be issued from time to
time.

2. To assist the Principal Female Officer, Rehabilitation Youth Centre
and to replace her, whenever required.

3. To be in charge of a unit and to ensure that supervision as well as
control of inmates are carried out effectively.

4. To supervise and control inmates in residential blocks, workshops,
association yards, sites of work, sentry points, public places during
escorts and other areas where inmates are present and to effect
searches, as and when required, with a view to preventing escape,
contraband and disorder.

5. To train inmates in various trades and to get involved in the
rehabilitation process to inculcate in them such attitudes as regards
self-respect, self-discipline, self-control, self-motivation and
self-development so as to prepare them for their reintegration in
society after release.

6. To see to it that security norms, discipline and cleanliness are
maintained at all times.

7. To ensure the welfare of inmates at all times.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date 11 MAY 2012
8. To ensure that resources are used efficiently, effectively and economically.

9. To use ICT in the performance of her duties.

10. 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 Senior Female Officer, Rehabilitation Youth Centre in the roles ascribed to her.

**Note**

Senior Female Officers, Rehabilitation Youth Centre will be required to work on shift, covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days and may also be called upon to work longer hours in case of emergency.