

GOVERNMENT OF MAURITIUS

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

Department: Mauritius Prison Service

Post: Assistant Commissioner of Prisons (Trades)

Salary: Rs 51,275 x 1,500 – 58,775 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 (17 74 88)

Effective Date: 20 January 2015

Qualifications: By selection from among officers in the grades of Superintendent of Prisons/Senior Superintendent of Prisons (Works) and Superintendent of Prisons/Senior Superintendent of Prisons (Industries) who reckon at least two years' service in a substantive capacity in their respective grades and who -

- (i) have administrative and organising abilities;
- (ii) possess excellent leadership qualities; and
- (iii) are capable of dealing with crisis situations.

Role and Responsibilities: To ensure that the rules, regulations and orders relating to Prisons are complied with and to plan all the programmes, activities and operations of the Trades Sections.

Duties:

- 1. To advise the Commissioner of Prisons on matters relating to the Trades Sections and to attend to management meetings, as required.
- 2. To be responsible for –
 - (i) the overall administration of the Trades Sections; and
 - (ii) enforcing discipline and security measures in the Trades Sections and to ensure that human, financial and material resources made available are used efficiently, effectively and economically.
- 3. To ensure that –
 - (i) the level of security, discipline, supervision and control is maintained and sustained at all times;

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[Signature]
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date..... 20 January 2015

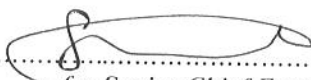
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 16 OF THE
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-2-

- (ii) orders, instructions and procedures relating to the functioning of the Trades Sections are strictly observed; and
 - (iii) Health and Safety measures and Human Rights are observed on sites of work.
4. To submit reports, statistics and other information to the Commissioner of Prisons, as and when required.
 5. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force, Standing Orders and such other orders and instructions that may be issued from time to time by the Commissioner of Prisons with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the Mauritius Prison Service.
 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 Assistant Commissioner of Prisons (Trades) in the roles ascribed to him.



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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... 20 January 2015