

GOVERNMENT OF MAURITIUS

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

Department: Mauritius Prison Service

Post: Female Assistant Commissioner of Prisons

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: 26 May 2014

Qualifications: By selection from among officers in the grade of Female Superintendent of Prisons/Senior Female Superintendent of Prisons who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) possess 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 by officers and detainees, and to plan all the programmes, activities and operations of the different penal institutions under her control.

Duties:

1. To be responsible for the overall administration of –
 - (i) the Women Prison;
 - (ii) the correctional institution; and
 - (iii) the Special Prison for Women.
2. To devise and monitor rehabilitation programmes.
3. To be responsible for enforcing discipline and security measures in the above institutions and to ensure that human, financial and material resources made available are used efficiently, effectively and economically.
4. To submit reports, statistics and other information to the Commissioner of Prisons, as and when required.

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CERTIFIED CORRECT

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S. Chandu
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

26 May 2014

Date.....

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5. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force and standing orders or 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 her 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 Female Assistant Commissioner of Prisons in the roles ascribed to her.



CERTIFIED CORRECT

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

26 May 2014

Date.....