

GOVERNMENT OF MAURITIUS

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

**Ministry:** Mauritius Prison Service

**Post:** Superintendent of Prisons /Senior Superintendent of Prisons (Works)

**Salary:** Rs 32,375 x 900 – 34,175 x 1,200 - 37,775 x 1,500 – 52,775 (17 60 75)

**Effective Date:** 20 January 2015

**Qualifications:** By selection from among officers who –

- (i) reckon at least two years' service in a substantive capacity in the grade of Assistant Superintendent of Prisons (Works) or an aggregate of at least two years' service in a substantive capacity in the grade of Assistant Superintendent of Prisons (Works) and the former grade of Assistant Superintendent of Prisons (Trades);
- (ii) have a sound knowledge of Prisons duties and are well versed in Prisons rules, regulations, legislations in force and Standing Orders;
- (iii) have a high sense of responsibility and the ability to exercise authority;
- (iv) possess excellent communication, interpersonal and supervisory skills; and
- (v) have the ability to motivate a large staff.

**Role and Responsibilities:** To be responsible to the Commissioner of Prisons for the supervision of all programmes, activities and operations of the Works Section.

- Duties:**
- 1. To advise the Assistant Commissioner of Prisons (Trades) on matters relating to the Works Section and attend management meetings, as and when required.
  - 2. To be responsible for –
    - (i) the organisation and supervision of all activities related to the Works Section in all Prisons and for the maintenance of a steady production; and
    - (ii) the upkeep of all plants, tools and equipment pertaining to the Works Section.
  - 3. To organise training for all officers and detainees posted to the Works Section.

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*[Signature]*  
 .....  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms  
 20 January 2015

Date.....


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4. To have overall responsibility for the management of all staff and detainees in the Works Section.
5. To ensure that Health and Safety measures and Human Rights are observed.
6. 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.
7. To use ICT in the performance of his duties.
8. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from the Superintendent of Prisons/Senior Superintendent of Prisons (Works) in the roles ascribed to him.



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*for Senior Chief Executive  
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