

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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CERTIFIED CORRECT

[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date..... 11 MAY 2012

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

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.



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

Date..... **11 MAY 2012**