

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

- Ministry:** Social Security, National Solidarity and Reform Institutions (Reform Institutions)
- Post:** Deputy Commissioner of Probation and After Care
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450
(23 075 089)
- Effective Date:** 11 January 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Commissioner of Probation and After Care who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) are fully conversant with all aspects of the work of the Probation and After Care Service;
 - (ii) have wide knowledge of all legislation relevant to Reform Institutions including the Probation of Offenders Act, the Reform Institutions Act and the Divorce and Judicial Separation Act;
 - (iii) have strong organising and administrative skills; and
 - (iv) are able to lead and motivate a team of officers.
- Role and Responsibilities:** To assist the Commissioner of Probation and After Care in the efficient and effective management of the Probation and After Care Service.
- Duties:**
1. To deputise for the Commissioner of Probation and After Care, as and when required.
 2. To co-ordinate the work of the Assistant Commissioners of Probation and After Care.
 3. To ensure –
 - (i) proper supervision and rehabilitation of clients of Probation and After Care Service; and

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CERTIFIED CORRECT



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

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- (ii) compliance with professional and ethical practices and the provision of timely and high quality service to clients of Probation and After Care Service.
4. To oversee implementation of policy decisions for the Probation and After Care Service with a view to improving standards and service delivery.
 5. To assist in the organisation and holding of the Central Probation Committee as well as talks, forums and seminars on social problems.
 6. To provide training and guidance to junior officers.
 7. To represent the Commissioner of Probation and After Care on various boards and in committees.
 8. To supervise the practical work placement of students.
 9. To use ICT in the performance of his 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 Deputy Commissioner of Probation and After Care in the roles ascribed to him.

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