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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:** Probation Officer
- Salary:** Rs 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 –  
29,675 x 900 – 33,275 QB 34,175 x 1,200 – 35,375 (23 31 63)
- Effective Date:** 31 July 2014
- Age Limit:** Between 25 and 40 years of age (upper age limit not applicable to public officers)
- Qualifications:**
- A. A diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - B. Candidates should –
    - (a) reckon at least three years' experience in social work; and
    - (b) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
- 1. To prepare Social Enquiry Reports on offenders and other persons at the request of courts, Office of the Director of Public Prosecutions, Reform Institutions and other local and international social agencies.
  - 2. To supervise –
    - (i) offenders placed on probation including those with additional requirements such as curfew, attendance centre, drug or alcohol treatment, residence and others;
    - (ii) offenders released under the Community Service Order including those with additional requirements such as counselling and others;
    - (iii) persons released from the Prisons, the Correctional Youth Centre, the Rehabilitation Youth Centre and Probation Institutions; and
    - (iv) children and other persons as may be directed by Courts and referred by the Office of the Director of Public Prosecutions and other agencies.

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**CERTIFIED CORRECT**

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

31 July 2014

Date.....



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3. To monitor the work of Community Service Supervisors.
4. To work in institutions falling under the Probation and After Care Service and to act as warden, as and when required.
5. To mediate and help bring about conciliation and reconciliation in matrimonial and other social disputes.
6. To organise and participate in indoor and outdoor educational/rehabilitation programmes for inmates of probation institutions.
7. To attend to case conferencing with magistrates in Chambers and in probation and other institutions for cases involving offenders and other persons.
8. To attend to throughcare and aftercare cases of Reform/Probation Institutions.
9. To deliver preventive talks on criminality and other social problems.
10. To participate in the training of probationers and other persons at the Attendance Centre.
11. To compile and submit statistics for the Records and Research Unit, District Probation Committee and others.
12. To act as Secretary to the District Probation Committee, as and when required.
13. To use ICT in the performance of his duties.
14. 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 Probation Officer in the roles ascribed to him.

**Note**

Probation Officers will be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.



**CERTIFIED CORRECT**

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

31 July 2014

Date.....