

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Prisons and Reforms Institutions)
- Post:** Principal Woman Prisons Officer
- Salary:** Rs 34,720 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 (17 056 077)
- Effective Date:** 11 March 2026
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Woman Prisons Officer/Senior Woman Prisons Officer who –
- (a) possess good organising and supervisory skills; and
 - (b) have a high sense of responsibility and the ability to exercise authority.
- Duties:**
1. To assist the Assistant Superintendent of Prisons as orderly officer in the running of the institution, particularly in the discharge of the following duties –
 - (a) distribution of keys;
 - (b) inspection of duty parade and taking of counts;
 - (c) supervision and deployment of staff;
 - (d) control of detainees and their movement; and
 - (e) supervision of –
 - (i) unlock/lock-up of detainees;
 - (ii) service of tea/meals to detainees; and
 - (iii) distribution, resumption and cessation of labour.
 2. To perform such duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force and standing orders with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institution.

/2...



CERTIFIED CORRECT

A Heerasing

.....
A. Heerasing (Mrs)
for Secretary for Public Service

11 March 2026

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

3. To take charge of sub-units, that is, to be in charge of night duty, reception, kitchen, remand, escort section and other areas where the presence of a Principal Woman Prisons Officer is needed.
4. To ensure that –
 - (a) rules and regulations of the Rodrigues Prison are observed by staff and detainees and that appropriate action is initiated in case of misconduct; and
 - (b) human, financial and material resources available are used efficiently, effectively and economically.
5. To perform such rehabilitation work as may be assigned by the Commissioner of Prisons, Departmental Head responsible for the Prisons and Reforms Institutions in Rodrigues or Assistant Superintendent of Prisons and/or the Island Chief Executive.
6. To drive the vehicles of the Rodrigues Prison, as and when required.
7. To use ICT in the performance of her duties.
8. 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 Principal Woman Prisons Officer in the roles ascribed to her.



CERTIFIED CORRECT

A. Heerasing

.....
A. Heerasing (Mrs)
for Secretary for Public Service

11 March 2026

Date.....