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GOVERNMENT OF MAURITIUS

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

- Department:** Mauritius Prison Service
- Post:** Assistant Superintendent of Prisons (Trades)
- Salary:** Rs 25,500 x 750 – 28,500 x 900 – 33,000 x 1,200 – 36,600 x 1,500 – 38,100 (17 47 60)
- Effective Date:** 24 January 2013
- Qualifications:**
- A. By promotion, on the basis of experience and merit, of officers in the grade of Principal Prisons Officer (Trades) who reckon at least two years' service in a substantive capacity in the grade or an aggregate of at least two years' service in a substantive capacity in the grades of Principal Prisons Officer (Trades) and the former grades of either Principal Works Officer or Principal Industries Officer or Principal Stores Officer (Prisons) and who –
- (i) are able to work under pressure;
- (ii) have a high sense of responsibility and the ability to exercise authority; and
- (iii) possess good organising and supervisory skills.
- B. Candidates should have passed the written qualifying examination conducted by the Disciplined Forces Service Commission.
- Roles and Responsibilities:** To be responsible for the rehabilitation and reformation of detainees under his charge and to ensure that security and discipline prevail on all sites of work.
- Duties:**
1. To assist the Superintendent of Prisons/Senior Superintendent of Prisons in the performance of his duties, as and when required.
 2. To be responsible for the implementation of projects undertaken by the Trades Section(s) and the organisation, supervision and control thereof.
 3. To supervise the upkeep and maintenance of all plants, tools, equipment and buildings of the Trades Section(s) under his responsibility.
 4. To ensure proper deployment of officers and civilian workers on sites of work and also to co-ordinate in getting detainees for site of work.

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[Signature]

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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5. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, Standing Orders and such other Orders and instructions that may be issued 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.
6. To ensure the effective and efficient use of available human, financial and material resources.
7. To ensure that officers and detainees are properly supervised and controlled and proper training is provided to detainees.
8. To control the indent and supply of materials of Trades Section(s) and sites of work.
9. To be responsible for the checking of daily parade and roll call of all officers and civilian workers under his supervision.
10. To monitor the progress and quality of work on sites of work and submit reports to his immediate supervisor.
11. To ensure that records are properly maintained for the works carried out with proper check measurement and inventory of materials issued for the work.
12. To use ICT in the performance of his duties.
13. 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 Assistant Superintendent of Prisons (Trades) in the roles ascribed to him.



CERTIFIED CORRECT

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

24 January 2013

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