

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 (Works)
Salary: Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (17 058 074)
Effective Date: 24 August 2021

Qualifications: A. By appointment of Senior Officer Cadets (Male) – (Mechanical Engineering Branch) who have successfully completed their training.

OR

- B. By promotion, on the basis of experience and merit, of officers in the grade of Principal Prisons Officer (Works) who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) have passed the written qualifying examination conducted by the Disciplined Forces Service Commission;
 - (ii) have a high sense of responsibility and the ability to exercise authority;
 - (iii) possess good organising and supervisory skills; and
 - (iv) are able to meet tight deadlines.

Role 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 (Works) in the performance of his duties.
 2. To be responsible for the implementation of projects undertaken by the Works Section and the organisation, supervision and control thereof.
 3. To supervise the upkeep and maintenance of all plants, tools, equipment and buildings of the Works Section under his responsibility.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service
24 August 2021
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4. To ensure –
 - (i) proper deployment of officers and civilian workers on sites of work and also to coordinate in getting detainees for sites of work;
 - (ii) that Health and Safety measures and Human Rights are observed on sites of work;
 - (iii) the effective and efficient use of available human, financial and material resources; and
 - (iv) that officers and detainees are properly supervised and controlled and proper training is provided to detainees.
5. To control the indent and supply of materials of the Works Section and sites of work.
6. To be responsible for the checking of daily parade and roll call of all officers and civilian workers under his supervision.
7. To monitor the progress and quality of work on sites of work and submit reports to his immediate supervisor.
8. To ensure that records are properly maintained for the works carried out with proper check measurement and inventory of materials issued for the work.
9. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force, Standing Orders and such other orders and instructions that may be issued from time to time 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.
10. To use ICT in the performance of his duties.
11. 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 (Works) in the roles ascribed to him.



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