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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:** Female Superintendent of Prisons/Senior Female Superintendent of Prisons
- Salary:** Rs 26,400 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (17 55 67)
- Effective Date:** 30 June 2010
- Qualifications:** By selection from among officers in the grade of Female Assistant Superintendent of Prisons who –
- (i) 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 grade of Female Assistant Superintendent of Prisons and the former grade of Chief Female Prisons Officer;
 - (ii) have a sound knowledge of prisons duties and are well versed in prisons rules, prisons regulations, legislation in force and standing orders governing female prisons;
 - (iii) are able to deal with all types of custodial problems/difficult detainees;
 - (iv) possess excellent communication and interpersonal skills; and
 - (v) have the ability to motivate a large staff.
- Role and Responsibilities:** To be responsible for the observance of all rules, regulations and orders and to supervise over security, custody and discipline in prisons institutions.
- Duties:**
- 1. To be responsible for the administration and day-to-day running of female prisons.
 - 2. To ensure that duties relating to security, safe custody, discipline and cleanliness are strictly observed.
 - 3. 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 institutions.

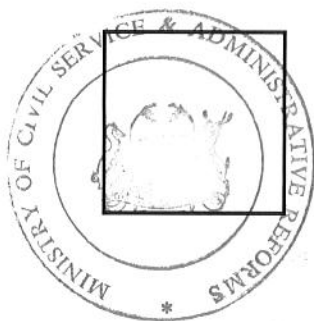
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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 30 JUN 2010



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4. To look into the operational side as regards day-to-day running of the institutions in order to ensure that –
- (i) rules and regulations are correctly interpreted and applied consistently by staff;
 - (ii) officers are being deployed efficiently;
 - (iii) records of staff and detainees are properly kept;
 - (iv) good staff relations/staff welfare with a healthy and safe work environment are maintained;
 - (v) officers are being properly supervised and provided with guidance and training whenever needed;
 - (vi) physical, mental and social needs of detainees are catered for;
 - (vii) enquiries are properly conducted and reports are submitted when needed;
 - (viii) human, financial and material resources made available are used efficiently, effectively and economically; and
 - (ix) arrangements are made for the submission of requirements as regards the Trades Section.
5. To devise and monitor rehabilitation programmes.
6. To use ICT in the performance of her duties.
7. 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 Female Superintendents of Prisons/Senior Female Superintendents of Prisons in the roles ascribed to them.



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

Date..... **30 JUN 2010**