

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

- Department:** Mauritius Prison Service
- Post:** Female Assistant Superintendent of Prisons
- Salary:** Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 31,250 (17 48 60)
Rs 22,600 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 31,250 (17 50 60)
(Personal to Female Assistant Superintendent of Prisons in post as at 30 June 2008)
- Effective Date:** 30 June 2010
- Qualifications:** A. By appointment of Senior Officer Cadets (Female) who have successfully completed their training.
- OR**
- B. By promotion, on the basis of experience and merit, of officers in the grade of Principal Female Prisons Officer 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 designed to assess their knowledge of prisons duties;
 - (ii) are able to work under pressure; and
 - (iii) are able to organise and manage subordinates and inmates skillfully.
- Note**
Female Assistant Superintendent of Prisons will be required to follow training in Prisons management.
- Role and Responsibilities:** To be responsible for the supervision and maintenance of security, good order and discipline of the prison.
- Duties:** 1. To assist the Female Superintendent of Prisons /Senior Female Superintendent of Prisons in the performance of her duties and to ensure that instructions relating to security, discipline and cleanliness are strictly observed.

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CERTIFIED CORRECT

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

Date..... 30 JUN 2010

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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.
3. To ensure that human, financial and material resources available are used efficiently, effectively and economically.
4. To inspect the institution in order to ensure that all duties connected with order, discipline, security, safe custody and cleanliness are properly carried out.
5. To be responsible for the checking and distribution of keys, inspection of duty parade, deployment of staff and inspection of the institution before taking over charge of duties.
6. To look into the operational side as regards day-to-day running of the institution 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) staff welfare with a healthy and safe 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 submitted, as and when needed; and
 - (viii) arrangements are made for the submission of requirements as regards the Trades Section.

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Alecsony

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*for Senior Chief Executive
Ministry of Civil Service and
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GOVERNMENT OF MAURITIUS

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7. To monitor the conduct of staff and detainees and to ensure that appropriate action is initiated in case of misconduct.
8. To implement and supervise rehabilitation programmes.
9. To use ICT in the performance of her duties.
10. 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 Assistant Superintendents of Prisons in the roles ascribed to them.



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Alecson

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

30 JUN 2010
Date.....