

GOVERNMENT OF MAURITIUS

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

- Department:** Mauritius Prison Service
- Post:** Principal Female Prisons Officer
- Salary:** Rs 17,800 x 600 – 23,200 x 800 – 25,600 (17 42 54)
- Effective Date:** 24 August 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Female Prisons Officer/Female Senior Prisons Officer who –
  - (i) possess good organising and supervisory skills; and
  - (ii) have a high sense of responsibility and the ability to exercise authority.
- Duties:**
  1. To assist the Female Assistant Superintendent of Prisons as orderly officer in the running of the institution, particularly in the discharge of the following duties –
    - (i) distribution of keys;
    - (ii) inspection of duty parade and taking of counts;
    - (iii) supervision and deployment of staff;
    - (iv) control of detainees and their movement; and
    - (v) supervision of –
      - (a) unlock/lock-up of detainees;
      - (b) service of tea/meals to detainees; and
      - (c) distribution, resumption and cessation of labour.
  2. To perform such duties as laid down in the Reform Institutions Act, Prison 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.

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

Date..... **24** AUG 2010 .....

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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 Female Prisons Officer is needed.
4. To ensure that rules and regulations of the Department are observed by staff and detainees and that appropriate action is initiated in case of misconduct.
5. To ensure that human, financial and material resources available are used efficiently, effectively and economically.
6. To perform such rehabilitation work as may be assigned by the Commissioner of Prisons.
8. To use ICT in the performance of her duties.
9. 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 Principal Female Prisons Officers in the roles ascribed to them.

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*Aleciasip*

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

Date..... **24** AUG 2010 .....