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GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry:

Social Security, National Solidarity and Reform Institutions (Reform Institutions Division)

Post:

Chief Female Officer, Rehabilitation Youth Centre

Salary:

Rs 20,200 x 600 – 23,200 x 800 – 28,000 (17 46 57)

Effective Date:

28 May 2010

Qualifications:

By promotion, on the basis of experience and merit, of officers in the grade of Principal Female Officer, Rehabilitation Youth Centre who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) are able to lead and motivate a team of officers; and
- (ii) are able to organise and manage subordinates and inmates skillfully.

Duties:

1. To perform such duties as laid down in the Reform Institutions and other related Acts, Rehabilitation Youth Centre regulations and legislation in force and to ensure that such orders, directives and guidance are given, as and when required, for the smooth running of the institution.
2. To assist the Female Assistant Superintendent, Rehabilitation Youth Centre in her duties.
3. To inspect the institution in order to ensure that all duties connected with order, discipline, security, safe custody and cleanliness are properly carried out.
4. 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.
5. To supervise –
 - (i) unlock/lock-up of inmates;
 - (ii) service of tea/meals to inmates;
 - (iii) distribution, resumption and cessation of labour; and
 - (iv) movement of inmates.
6. To ensure the welfare of inmates at all times.

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CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 28 MAY 2010

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7. To ensure that resources are used efficiently, effectively and economically.
8. To ensure that appropriate rules and regulations are observed by staff and inmates.
9. To monitor conduct of staff and inmates and to ensure that appropriate action is initiated in case of misconduct.
10. To supervise junior officers and give advice on rehabilitation work.
11. To use ICT in the performance of her duties.
12. 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 Chief Female Officers, Rehabilitation Youth Centre in the roles ascribed to them.



CERTIFIED CORRECT

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

Date..... **28 MAY 2010**