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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: Female Assistant Superintendent, Rehabilitation Youth Centre

Salary: Rs 22,600 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 31,250 (17 50 60)

Effective Date: 28 May 2010

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

- (i) are conversant with the Rehabilitation Youth Centre rules and regulations; and
- (ii) possess good leadership, communication and interpersonal skills.

Duties:

1. To assist the Superintendent, Rehabilitation Youth Centre in the general administration of the Rehabilitation Youth Centre and deputise for him in his absence.
2. To perform such duties as laid down in the Reform Institutions and other related Acts, Rehabilitation Youth Centre regulations and legislation in force so as to ensure that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institution.
3. To ensure that resources are used efficiently, effectively and economically.
4. To be responsible for the day-to-day running of the Girls Department 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 inmates are properly kept;
 - (iv) the welfare of staff is looked after, including the keeping of a healthy and safe environment;
 - (v) officers are being properly supervised and provided with guidance and training, whenever needed;
 - (vi) the physical, mental and social needs of inmates are catered for;

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CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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- (vii) enquiries are properly conducted and reports submitted, as and when required; and
 - (viii) arrangements are made for the submission of requirements as regards Works/Industries/Stores Sections.
5. To implement 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 the Female Assistant Superintendent, Rehabilitation Youth Centre in the roles ascribed to her.



CERTIFIED CORRECT

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

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