

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:** Principal Female Officer, Rehabilitation Youth Centre

**Salary:** Rs 17,800 x 600 – 23,200 x 800 – 25,600 (17 42 54)

**Effective Date:** 28 May 2010

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

- (i) possess organising skills and leadership qualities; and
- (ii) are able to manage subordinates and inmates skillfully.

- Duties:**
1. To perform general duties as laid down in the Reform Institutions and other related Acts, Rehabilitation Youth Centre regulations and legislation in force and such orders as may be issued from time to time.
  2. To assist the Chief Female Officer, Rehabilitation Youth Centre 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 inmates and their movement;
    - (v) supervision of –
      - (a) unlock/lock-up of inmates;
      - (b) service of tea/meals to inmates; and
      - (c) distribution, resumption and cessation of labour.

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*[Handwritten Signature]*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

28 MAY 2010

Date.....

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3. To ensure the welfare of inmates at all times.
4. To generally assist the Chief Female Officer, Rehabilitation Youth Centre and to replace her, whenever required.
5. To supervise and control inmates in residential blocks, workshops, association yards, sites of work, sentry points, public places during escorts and other areas where inmates are present and to effect searches, as and when required, with a view to preventing escape, contraband and disorder.
6. To ensure that proper training is given to inmates in various trades and to get involved in the rehabilitation process to inculcate in them such attitudes as regards self-respect, self-discipline, self-control, self-motivation and self-development so as to prepare them for their reintegration in society after release.
7. To see to it that security norms, discipline and cleanliness are maintained at all times.
8. To ensure that resources are used efficiently, effectively and economically.
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 Principal Female Officers, Rehabilitation Youth Centre in the roles ascribed to them.

**Note**

Principal Female Officers, Rehabilitation Youth Centre will be required to work on shift covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days and may also be called upon to work longer hours in case of emergency.



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

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