

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

- Ministry:** Defence and Rodrigues (Reform Institutions and Rehabilitation)
- Post:** Assistant Commissioner of Probation and After Care
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (23 069 085)
- Effective Date:** 29 October 2019
- Qualifications:**
- A. By selection from among –
- I. officers in the grade of Principal Probation Officer who –
- (i) possess a degree in Social Work or Social Studies or Sociology or Psychology or Administration or Management or Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
- or
- (ii) possess a diploma in Social Work and a diploma in Public Administration and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- II. officers in the grade of Senior Probation Officer who –
- (i) possess a degree in Social Work or Social Studies or Sociology or Psychology or Administration or Management or Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) reckon at least six years' service in a substantive capacity in the grade.
- B. Candidates should –
- (i) be fully conversant with all aspects of the work of the Probation and After Care Service;
- (ii) have wide knowledge of all probation-related legislation including the Probation of Offenders Act, the Community Service Order Act, the Juvenile Offenders Act and the Reform Institutions Act;

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CERTIFIED CORRECT

.....*S. Chundung*.....
S. Chundung (Mrs)
for Secretary for Public Service

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Date.....



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- (iii) possess good interpersonal and communication skills;
- (iv) possess good administrative and organising skills; and
- (v) possess good leadership skills.

**Role and
Responsibilities:**


To assist the Commissioner of Probation and After Care and Deputy Commissioner of Probation and After Care in the efficient and effective management of the Probation and After Care Service.

Duties:

1. To assist the Deputy Commissioner of Probation and After Care in the –
 - (i) implementation of policy decisions for the Probation and After Care Service;
 - (ii) preparation and holding of the Central Probation Committee;
 - (iii) provision of timely and high quality services to clients of Probation and After Care Service; and
 - (iv) enforcement of quality standards and compliance with professional and ethical practices.
2. To be responsible for –
 - (i) the day-to-day running of a division of the Probation and After Care Service;
 - (ii) the in-service training of officers and work placement of university students;
 - (iii) the management of the Record and Research Unit, the Psychological Services Unit, the Probation Hostel for Boys and the Probation Home for Girls;
 - (iv) the appraisal of social enquiry reports;
 - (v) the monitoring of closed case files; and
 - (vi) the monitoring of preventive work in the community.

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3. To supervise and monitor projects and schemes such as After Care, parole, through care and rehabilitation of offenders both in the Probation institutions, Probation Hostel for Boys and Probation Home for Girls and in the community.
4. To organise work in relation to the welfare of children and the family at the request of the Supreme Court (Family Division).
5. To monitor the implementation of the community service order as made by the court.
6. To monitor the proper functioning of the Attendance Centres.
7. To ensure the maintenance of standards of social enquiry reports prepared by Senior Probation Officers and Probation Officers at the request of Courts, Office of the Director of Public Prosecutions, Reform Institutions and other local and international social agencies.
8. To represent the Commissioner of Probation and After Care on boards and in committees.
9. To use ICT in the performance of his 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 the Assistant Commissioner of Probation and After Care in the roles ascribed to him.

Note

The Assistant Commissioner of Probation and After Care may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and during emergencies.



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