

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Prison and Reform Institutions)
- Post:** Officer-in-Charge, Probation Service
- Salary:** Rs 24,750 x 750 – 28,500 x 900 – 33,000 x 1,200 – 36,600 x 1,500 – 38,100 (23 46 60)
- Effective Date:** 20 May 2013
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Probation Officer who –
 - (a) reckon at least three years’ service in a substantive capacity in the grade; and
 - (b) possess good supervisory and communication skills.
- Role and Responsibilities:** To be responsible for the management and administration of the Rodrigues Probation and After Care Service in line with approved policies.
- Duties:**
 1. To be responsible for –
 - (i) the day-to-day running of the Probation and After Care Service;
 - (ii) the maintenance of standards of social enquiry reports prepared by the Senior Probation Officer for the Supreme Court, Intermediate Court, Director of Public Prosecutions, Parole Board, National Adoption Council, International Social Service and for other organisations;
 - (iii) the setting up and management of the Suicide Prevention Unit; and
 - (iv) the in-service training of Probation Officers and the practical work of students on placement.
 2. To implement policy decisions and to ensure compliance with the Community Service Order.

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CERTIFIED CORRECT

[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date 20 MAY 2013

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3. To supervise the work of the Senior Probation Officer and Probation Officers at Probation Offices and Probation Institutions.
4. To provide guidance and counselling to the Senior Probation Officer and Probation Officers on –
 - (i) appropriate recommendation to courts as regards sentencing of persons involved in criminal offence and removal of young persons from their home environment; and
 - (ii) the custody of minors in cases of divorce and other civil cases pertaining to family matters before the Supreme Court.
5. To monitor the supervision and rehabilitation work with probationers, parolees, throughcare and aftercare cases and offenders subjected to a Community Service Order.
6. To act as Secretary of the Parole Board, the Probation Hostel Managing Committee, the Probation Home Managing Committee and the Discharged Persons' Aid Committee.
7. To represent the Commissioner of Probation and After Care on District Probation Committees, National Children's Council, the Correctional and the Rehabilitation Youth Centre Boards of Visitors.
8. To participate in prevention work through –
 - (i) delivery of talks on pertinent social issues to students, members of youth clubs, youth leaders and parents;
 - (ii) participating in pre-release programmes for detainees; and
 - (iii) attending seminars/talks and workshops.

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*for Senior Chief Executive
Ministry of Civil Service and
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9. To supervise projects, schemes and institutions falling under the responsibility of the Probation and After Care Service, and the aftercare and parole and rehabilitation of offenders.
10. To organise family and community welfare programmes, both at preventive and curative levels, with a view to coping with problems of family breakdown, deviancy, delinquency and criminality.
11. To use ICT in the performance of his 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 the Officer-in-Charge, Probation Service in the roles ascribed to him.

Note

The Officer-in-Charge, Probation Service may be required to work after normal working hours including Saturdays, Sundays, Public Holidays and during emergencies.



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*for Senior Chief Executive
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Date... **20 MAY 2013**