

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 16 OF THE
DISCIPLINED FORCES SERVICE COMMISSION REGULATIONS**

- Organisation:** Rodrigues Regional Assembly (Prisons and Reforms Institutions)
- Post:** Prisons Welfare Officer
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (17 058 074)
- Effective Date:** 30 June 2021
- Qualifications:** By selection from among officers of the Rodrigues Prison Service who are members of the Disciplined Force and who –
- (i) reckon at least five years' service in a substantive capacity in the Rodrigues Prison Service;
 - (ii) possess a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Disciplined Forces Service Commission;
 - (iii) are conversant with the provisions of the Reform Institutions Act, relevant laws and subsidiary legislations; and
 - (iv) possess good interpersonal and communication skills.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Disciplined Forces Service Commission;
- (ii) have proven experience in Social and Welfare work;
- (iii) are conversant with the provisions of the Reform Institutions Act, relevant laws and subsidiary legislations;
- (iv) possess good interpersonal and communication skills; and
- (v) are computer literate.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

30 June 2021

Date.....



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Role and

Responsibilities:

To assist the officer in charge of the institution in the training, welfare and rehabilitation of detainees through educational and vocational training and creating avenues for their rehabilitation and reintegration in society.

Duties:

1. To maintain contact between the detainees and their families.
2. To establish and maintain links with prospective employers and the Probation Service.
3. To prepare detainees for discharge and to organise and conduct prerelease courses for detainees.
4. To assist in updating the system for the overall rehabilitation of detainees.
5. To deal with legal, social and family problems of detainees and liaise with their families.
6. To arrange every sitting of the Reception Board.
7. To attend the Discharged Persons' Aid Committee.
8. To liaise with the Records Office for particulars of detainees.
9. To submit reports to the Probation Service on detainees applying for assistance from the Discharged Persons' Aid Committee.
10. To assist in the drafting of petitions and writing correspondence on behalf of the detainees, as and when required.
11. To enquire and report on request or complaints made by detainees and referred to him by the officer in charge or the Commissioner of Prisons.
12. To use ICT in the performance of his duties.
13. 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 Prisons Welfare Officer in the roles ascribed to him.



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