

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

Department: Mauritius Prison Service

Post: Woman Prisons Officer/Senior Woman Prisons Officer

Salary: Rs 16,075 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 34,350 (17 034 065)

Effective Date: 08 July 2019

Age Limit: Not less than 18 years and not more than 30 years

Qualifications: A. A Cambridge School Certificate with at least a pass in English Language, French Language and Mathematics or Principles of Accounts or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language, French Language and Mathematics or Principles of Accounts with at least Grade C in any two subjects or (ii) in six subjects including English Language, French Language and Mathematics or Principles of Accounts with at least Grade C in any one subject or an equivalent qualification acceptable to the Disciplined Forces Service Commission.

B. Candidates should –

(i) have a good physique with their Body Mass Index (BMI) values ranging between 18.50 and 27.50 and they should be able to undergo strenuous physical exercise. They should have a normal eyesight (without glasses or contact lenses) and also satisfy the following minimum physical requirement –

Height 1 m 63

(ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE 1

Candidates should not bear tattoos on visible parts of their body whilst wearing uniform/uniform with short sleeves.

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S. Chundusing
S. Chundusing (Mrs)
for Secretary for Public Service

08 July 2019
Date.....

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NOTE 2

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo both theoretical and practical training including on-the-job training for a period of at least one year in all aspects of the work of a Woman Prisons Officer/Senior Woman Prisons Officer, as approved and arranged by the Mauritius Prison Service. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment to the grade of Woman Prisons Officer/Senior Woman Prisons Officer, as and when vacancies occur.

Duties:

1. To perform general duties as laid down in the Reform Institutions Act, Prison Regulations, legislation in force, standing orders and such other orders as may be issued from time to time.
2. To assist the Principal Woman Prisons Officer, as and when required.
3. To be in charge of a unit and to ensure that supervision as well as control of detainees are carried out effectively.
4. To supervise and control detainees in residential blocks, workshops, association yards, sites of work, sentry points, public places during escorts and other areas where detainees are present besides effecting searches, as and when required.
5. To train detainees in various trades and get involved in the rehabilitation process so as to prepare them for their reintegration in society after release.
6. To see that security norms, discipline and cleanliness are maintained at all times.
7. To ensure that human, financial and material resources available are used efficiently, effectively and economically.
8. To use ICT in the performance of her duties.
9. 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 Woman Prisons Officer/Senior Woman Prisons Officer in the roles ascribed to her.

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Note

1. Woman Prisons Officer/Senior Woman Prisons Officers will be required to undergo medical/psychological tests, including blood/urine tests for drug misuse, during their training period or, as and when required, to assess their fitness to serve the Mauritius Prison Service.
2. Woman Prisons Officer/Senior Woman Prisons Officers are required to work on shift, covering a 24-hour service including Sundays and Public Holidays, officially declared cyclone days and during emergencies.
3. Woman Prisons Officer/Senior Woman Prisons Officers are required to work for longer hours in cases of emergencies, raids, parades, drills, official functions and whenever their services are needed.

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S. Chundursing

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S. Chundursing (Mrs)
for Secretary for Public Service

08 July 2019

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