

MAURITIUS PUBLIC SERVICE

COMMUNIQUE

Employment of Community Service Supervisor on a sessional basis in the Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division)

Applications are invited from qualified candidates who wish to be considered for employment as Community Service Supervisor on an hourly sessional basis in the Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division)

The terms and conditions of employment will be as follows:

Qualifications: Candidates should:

- (i) be retired officers of the Police Officer Cadre, Prisons Officer Cadre, Probation Officer Cadre and Rehabilitation Youth Centre Cadre;
- (ii) possess experience in working with offenders; and
- (iii) be medically and constitutionally fit.

Candidates should not have retired in the interest of the Public Service or on medical ground.

Age Limit: Candidates should be below 70 years old as at closing date.

Duties: Selected candidates will work under the responsibility of the Probation and After Care Division, headed by the Commissioner of Probation and After Care and will be required to:

- (a) supervise a team of Community Service Workers on allocated sites and duty days;
- (b) complete daily attendance sheets at the end of the day, record hours completed and comment on performance of each Community Service Worker;
- (c) ensure that Community Service Workers are aware of health and safety procedures;
- (d) be responsible for the proper use, maintenance and safe custody of tools and equipment;

- (e) plan and organize the work to be carried out on site;
- (f) assign tasks to each Community Service Worker in a fair manner;
- (g) instruct/coach Community Service Workers in the correct use of tools and equipment;
- (h) ensure the smooth overall execution of the job;
- (i) motivate Community Service Workers to comply with the sentence; and
- (j) manage situations requiring discipline and report misbehaviour, absences, incidents to officers of the Probation and Aftercare Service.

Fees: An all-inclusive allowance of Rs 160 per hour, on weekdays, Sundays and Public Holidays will be payable.

MODE OF APPLICATION AND CLOSING DATE:

Application should be made on the prescribed form and submitted to the Permanent Secretary, Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division), 6th floor New Government Centre, Port Louis not later than **15.00 hrs (local time)** on **Monday 10 October 2022**. Application forms received after the specified closing date and time will **not** be considered.

Application Forms may be obtained from the Human Resource Section of this Office.

The envelope should be clearly marked on the **top left** hand corner "Community Service Supervisor on a sessional basis".

**Prime Minister's Office (Rodrigues,
Outer Islands and Territorial Integrity
Division)**
**6th Floor New Government Centre
PORT LOUIS**

Date: 20 September 2022