

Ministry of Justice and Public Safety
VACANCY NOTICE
Post of Superintendent of Prison

Applications are invited from suitably qualified persons to serve the Government of Antigua and Barbuda as Superintendent of Her Majesty's Prisons, Ministry of Justice and Public Safety. The details of the post are set out below.

- SALARY:** \$49,512.00 per annum.
- DUTY ALLOWANCE:** \$24,000.00 per annum
- TRAVELLING ALLOWANCE:** \$4,560.00 per annum (provided the officer maintains a car for the performance of official duties).
- HOUSING ALLOWANCE:** \$18,000.00 per annum (or rented quarters in lieu of this allowance).
- UTILITIES:** Free telephone (limited to local calls); Electricity; Water.
- VACATION:** Twenty-seven (27) working days per annum, and in accordance with existing regulations.
- SICK LEAVE:** Thirty (30) calendar days during the period of twelve (12) months.
- GRATUITY:** 12½% of aggregate basic salary drawn during the period of employment.

The Salary and allowances shall be paid in equal monthly installments.

N.B. The Officer selected will be required to contribute towards the Education Levy, Medical Benefits and Social Security Schemes. There will also be a deduction in the form of personal Income Tax. Employment will be subject to medical fitness.

- DUTIES:**
- (a) maintain the general control and management of the Prison;
 - (b) strictly conform to the provisions of the Prison Rules and all the Laws relating to the Prison;
 - (c) rigidly enforce the Prison Rules and all Laws relating to the Prison in respect of all prisoners;
 - (d) require obedience from all prisoners to the Prison Rules and all the Laws relating to the Prison;
 - (e) inspect every part of the Prison and visit each cell in which a prisoner is undergoing cellular confinement at least once in every twenty-four (24) hours;
 - (f) ensure that no prisoner is subjected to any corporal cellular or dietary punishment which the Prison Medical Officer has not certified that he is capable of undergoing;
 - (g) ensure that every precaution is taken against the escape of any prisoner and to cause a daily examination to be made of all cells, bars, bolts and locks;
 - (h) hear complaints of any prisoner at all reasonable times and enter all such complaints in his journal;

- (i) Carry out other duties and responsibilities as may be assigned by the Minister responsible for Her Majesty's Prison and in accordance with the Prison Rules and all other Laws relating to the Prison.

HOURS OF WORK:

- (1) Mondays to Thursday 8:00 a.m. to 4:30 p.m.
Fridays 8:00 a.m. to 3:00 p.m.
- (2) Notwithstanding (1) above, the nature of the duties will require the Officer to perform work outside of the mentioned above, on Saturdays, Sundays and Public Holidays when necessary.

Applications stating qualification, experience, the names and addresses of at least two (2) references, along with copies of Certificates should be sent on or before the 2nd day of June, 2008.

**The Permanent Secretary
Ministry of Justice and Public Safety
Government Office Complex
Parliament Drive
St. John's
ANTIGUA**