Applications are invited from qualified candidates who wish to be considered for appointment as Catering Supervisor in the Police Department.

II. **AGE LIMIT**

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

Candidates should possess -

A. a Cambridge School Certificate with credit in at least English Language and Mathematics or Principles of Accounts obtained at not more than two sittings or Passes in at least five subjects with at least Grade C in English Language and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate.

B. The National Trade Certificate Level 2 (NTC 2) or the National Certificate Level 4 (NC 4) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) or the Mauritius Institute of Training and Development (MITD).

**OR**

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should be computer literate.
NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:
   (i) to convene only the best qualified candidates for interview; and
   (ii) not to make any appointment following this advertisement.

NOTE 1

In the absence of candidates possessing the qualification at B above, consideration will be given to candidates possessing the National Trade Certificate Level 3 (NTC 3) or the National Certificate Level 3 (NC 3) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) or the Mauritius Institute of Training and Development (MITD).

NOTE 2

Selected candidates possessing the qualifications at A, B and C above will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training, both theoretical and practical, in catering supervision for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Catering Supervisor in a substantive capacity, as and when vacancies occur.

NOTE 3

Candidates selected under “NOTE 1” will be appointed in a temporary capacity in the first instance and will be required to successfully complete the course leading to the National Certificate Level 4 (NC 4) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) and undergo on-the-job training, both theoretical and practical, in catering supervision for a period of at least six months.
On successful completion of the training and on obtention of the National Certificate Level 4 (NC 4), they will be considered for appointment as Catering Supervisor in a substantive capacity.

**IV. DUTIES AND SALARY**

1. To be responsible to the Chief Catering Administrator/Senior Catering Officer/Catering Officer/Assistant Catering Officer for –
   
   (a) the efficient running of a section or sections of departmental work such as the main kitchen, staff canteens and other catering units;
   
   (b) food service to staff including responsibility for receipt and checking of provisions;
   
   (c) the care and cleanliness of all equipment and tools;
   
   (d) supervision of kitchen staff; and
   
   (e) maintenance of the highest standard of hygiene and the prevention of waste or loss of food.

2. To use ICT in the performance of his duties.

3. 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 Catering Supervisor in the roles ascribed to him.

**Note**

1. Catering Supervisors will act under the general administrative directions of the officer in charge of the Division/Section/Area to which posted.

2. They will be required to work on a roster basis on week days, at odd hours, during weekends including Sundays, Public Holidays and officially declared cyclone days and to comply with such instructions regarding security and discipline as may be issued by the Commissioner of Police.

3. They may be called upon to accompany members of the Force in the fields and attend to the connected catering services including a tour of service in Rodrigues or any Outer Islands operations.

4. They will be required to undergo a medical examination to be conducted by a Government Medical officer, as and when deemed necessary.

The permanent and pensionable post carries salary in scale Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 14,875 a month.
V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above link.

3. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m to 3.30 p.m on weekdays and not later than 3.00 p.m on the closing date.**

4. Candidates already in the Service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are advised to submit their e-mail address.

6. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number **454 9955**.

7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number **670 9705** or fax number **670 3417**.

8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, **not later than 3.00 p.m. (local time) on Tuesday 25 February 2020.** Applications received after the specified closing date and time will **not** be considered.

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.

Date: 05 February 2020