Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Catering Supervisor in the Rodrigues Regional Assembly (Medical and Health).

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 English Language and Mathematics or Principles of Accounts obtained on one certificate or Passes in at least five subjects with passes not below Grade C in English Language and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level”.

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 Examinations.

B. The National Trade Certificate (Level II) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) [now Mauritius Institute of Training and Development (MITD)] or the National Certificate in Food Production (Level II) awarded by 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 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To be responsible to the Hospital Administrative Assistant through the Head, Catering Unit for -
   (a) the efficient organisation and supervision of the day-to-day catering services of a hospital/health institution including staff canteens and staff mess;
   (b) menu planning;
   (c) ordering, receiving and distributing provisions and foodstuffs;
   (d) providing quality food service in a health institution;
   (e) ensuring the care and cleanliness of all catering equipment and utensils;
   (f) the training and supervision of kitchen staff;
   (g) the maintenance of the highest standard of hygiene in the preparation, cooking and distribution of food and the prevention of waste of food and materials;
   (h) carrying out patients/staff satisfaction food surveys at regular intervals; and
   (i) submitting reports and statistics, as and when required.

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 are required to work on a roster basis, including Saturdays, Sundays, Public Holidays and officially declared cyclone days.

2. Catering Supervisors will be required to undergo a medical examination to be carried out by the Rodrigues Regional Assembly (Medical and Health) to assess their fitness for the job, as and when deemed necessary.

NOTE

Selected candidates 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. They will draw a flat salary of Rs 14,875 a month.

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.

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.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative 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 Commission/Embassies overseas.

2. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

3. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

4. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.
VI. CLOSING DATE

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, \textbf{not later than 3.15 p.m. on Monday 10 October 2016.}

\textbf{IMPORTANT}

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

\textbf{Date:} 27 September 2016

\textbf{MAURITIUS}

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,