Applications are invited from qualified candidates who wish to be considered for appointment as Temporary 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

1. Candidates should possess -

   A. a Cambridge School Certificate with credit in English Language and Mathematics or Principles of Accounts obtained at not more than two sittings or

      passes not below 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 Examinations; and

   B. the National Trade Certificate Level 2 (NTC 2) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (now known as Mauritius Institute of Training and Development).

      OR

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

2. 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 rests on the candidates.

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

NOTE 1

In the absence of candidates possessing the qualification at 1.B above, consideration will be given to candidates possessing the National Trade Certificate Level 3 (NTC 3) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (now known as Mauritius Institute of Training and Development).

NOTE 2

Selected candidates possessing the qualifications at 1.A, 1.B and 2 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 successful completion of the training, they will be considered for appointment as Catering Supervisor in a substantive capacity.

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 Trade Certificate Level 2 (NTC 2) in Food Production issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (now known as Mauritius Institute of Training and Development) 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 Trade Certificate Level 2 (NTC 2), 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/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 Catering Supervisors in the roles ascribed to them.

**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 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 27,425 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 13,175 a month plus salary compensation at the approved rate.

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.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.
3. 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

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

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

6. 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 Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Wednesday 16 December 2015.

Date: 03 December 2015

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