

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 68 OF 2016

Vacancies for Post of Catering Officer
Ministry of Health and Quality of Life

Applications are invited from qualified officers of the Ministry of Health and Quality of Life who wish to be considered for appointment as Catering Officer in the Ministry.

II. QUALIFICATIONS

By selection, on the basis of experience and merit, from among Assistant Catering Officers serving in the Ministry of Health and Quality of Life who either possess the Diploma in Institutional Management of the Hotel Catering and Institutional Management Association (United Kingdom) or have successfully completed an approved training course for Assistant Catering Officers at the Mauritius Institute of Health provided they reckon at least five years service in a substantive capacity in that grade.

III. DUTIES AND SALARY

1. To be responsible to the Hospital Administrator or the Head of the Institution for the following:
 - (i) To organise and supervise the day to day work of the Catering Department.
 - (ii) To ensure that efficient and effective use is made of human, financial and material resources.
 - (iii) To maintain a high level of hygiene in the preparation and handling of food and in the use of tools, utensils and equipment and to comply with safety norms in the kitchen.
 - (iv) To order, receive and distribute supplies and to keep accurate records thereof.
 - (v) To ensure the timely food distribution in conformity with established dietary requirements.
 - (vi) To prepare a menu system and to liaise with the Nutritionist (to be restyled Nutritionist/Senior Nutritionist) and officers in charge of wards and mess rooms in order to ensure that the catering services are maintained at a high level through a proper monitoring machinery.
 - (vii) To be conversant with the relevant provisions of Stores and Financial Regulations.
 - (viii) To submit reports regularly as and when required including cost control figures.
 - (ix) To undertake the training of kitchen and other catering staff.
2. To perform such cognate duties as may be assigned.

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Note:

Catering Officers will be required to work on a roster basis including week-ends, Public Holidays and on officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 27,075 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 a month.

IV. 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Health and Quality of Life.
3. This circular 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.**

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 05 December 2016.**

Date: 15 November 2016

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