

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT No. 103 of 2021

Vacancies for Post of Catering Supervisor
Police Department

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 at least a pass in English Language and Mathematics or Principles of Accounts or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language and Mathematics or Principles of Accounts with at least Grade C in any two subjects or (ii) in six subjects including English Language and Mathematics or Principles of Accounts with at least Grade C in any one subject.
- 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 (Higher 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 take part in a written examination.
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) in Food Production 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. Catering Supervisors 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. Catering Supervisors 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. Catering Supervisors 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 17,565 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 17,565 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 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.
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 Officer/ Responsible Officer.

3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 27 January 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 07 January 2022

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