

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 58 OF 2023**

### **Vacancies for Post of Catering Officer** **Ministry of Health and Wellness**

Applications are invited from qualified officers of the Ministry of Health and Wellness 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 Wellness 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/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.

**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 29,050 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 a month.

**IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at the following address: **<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Senior Chief Executive, Ministry of Health and Wellness.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. 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**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

**V. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hrs (local time) on Tuesday 08 August 2023**. Applications received after the specified closing date and time will **not** be considered.

**Date: 19 July 2023**

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