

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 121 OF 2023

Vacancy for Post of Prisons Catering Administrator
Mauritius Prison Service

Applications are invited from qualified candidates who wish to be considered for appointment as Prisons Catering Administrator in the Mauritius Prison Service.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A. Candidates should possess a diploma in Catering and Hotel Management or Food Science and Nutrition or Nutritional Sciences or Food Science and Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess managerial and supervisory skills;
 - (ii) possess organising skills and the ability to motivate a team of officers;
 - (iii) be conversant with the provision of Procurement and Supply and Financial regulations; and
 - (iv) 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.

IV. ROLE AND RESPONSIBILITIES

To be responsible for the overall management of all catering units in the Mauritius Prison Service as well as for food preparation and related services.

V. DUTIES AND SALARY

1. To organise and supervise the day-to-day work of the catering service of the penal institutions.
2. To ensure that efficient and effective use is made of human, financial and material resources.
3. 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.
4. To order, receive and distribute supplies and to keep accurate records thereof.
5. To ensure the timely food distribution in conformity with established dietary requirements.
6. To prepare a menu system and to liaise with the officer in charge of the penal institutions in order to ensure that the catering services are maintained at a high level through a proper monitoring machinery.
7. To submit reports regularly including cost control figures.
8. To undertake the training of kitchen and other catering staff.
9. To use ICT in the performance of his duties.
10. 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 Prisons Catering Administrator in the roles ascribed to him.

Note

1. The Prisons Catering Administrator will act under the general administrative directions of the Assistant Commissioner of Prisons (Trades) and the officer in charge of penal institutions.
2. The Prisons Catering Administrator will be required to –
 - (i) work on shift, during weekends and on Public Holidays;
 - (ii) comply with such instructions regarding security and discipline as may from time to time, be issued by the Commissioner of Prisons; and
 - (iii) undergo a medical examination to be conducted by the Prisons Medical and Health Officer/Senior Prisons Medical and Health Officer or the Government Medical and Health Officer/Senior Medical and Health Officer, as and when required.

The permanent and pensionable post carries salary in scale Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 a month.

VI. 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 Form **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.**

VII. 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 Wednesday 27 September 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 07 September 2023

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