

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 25 OF 2025

VACANCIES FOR POST OF CATERING OFFICER **POLICE DEPARTMENT**

Applications are invited from qualified officers of the Police Department who wish to be considered for appointment as Catering Officer in the Department.

II. QUALIFICATIONS

A. By selection from among officers in the grade of Assistant Catering Officer in the Police Department who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) possess the diploma in Institutional Management of the Hotel Catering and Institutional Management Association (United Kingdom) or equivalent qualification acceptable to the Public Service Commission.

OR

- (ii) have successfully completed a one-year approved training course for Assistant Catering Officers at the Mauritius Institute of Health.

B. Candidates should possess organising skills and have the ability to motivate a team of officers.

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 sit for a written examination as part of the selection process.

III. DUTIES AND SALARY

1. To be responsible to the Chief Catering Administrator or Senior Catering Officer for-
 - (a) the organisation and day-to-day control of the catering services of the area to which posted;
 - (b) the training of kitchen and other catering staff; and
 - (c) menu planning, quality and cost control, food distribution and service to staff.

2. To monitor and submit reports on the performance of contract suppliers.
3. To ensure a high level of hygiene in the preparation and handling of food and in the use of tools and utensils.
4. To be responsible for the prevention of waste or loss of food.
5. To ensure the timely distribution of food to members of the Force.
6. To use ICT in the performance of his duties.
7. 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 Officers in the roles ascribed to them.

Note

- (a) Catering Officers will act under the general administrative directions of the officer-in-charge of the Division/Section/Area to which posted.
- (b) Catering Officers will be required to work on shift, at odd hours, including Saturdays, 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.
- (c) Catering Officers may be called upon to accompany members of the Force in the fields and attend to the connected catering services.
- (d) Catering Officers will be required to submit themselves to a medical examination by a Government Medical Officer as and when deemed necessary.

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 Commissioner of Police.

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 Thursday 24 July 2025**. Applications received after the specified closing date and time will **not** be considered.

Date: 04 July 2025

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