

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 32 OF 2025

Vacancy for Post of Catering Supervisor
Ministry of Health and Wellness

Applications are invited from qualified candidates who wish to be considered for appointment as Catering Supervisor in the Ministry of Health and Wellness.

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

Candidates should —

- A. possess 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. possess 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; and

- C. be computer literate.

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) 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 obtention of the National Certificate Level 4 (NC 4) and on satisfactory completion of the on-the-job 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

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualifications (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. DUTIES AND SALARY

1. To be responsible to the Hospital Administrator, through the Senior Catering Officer or Catering Officer or Assistant Catering Officer for —
 - (a) the supervision of the day-to-day work of subordinate staff;
 - (b) menu planning;
 - (c) ordering, receiving and distributing provisions and foodstuff;
 - (d) providing quality food service in a health institution;
 - (e) ensuring the care and cleanliness of all catering equipment and utensils;
 - (f) supervision of kitchen staff; and
 - (g) the maintenance of the highest standard of hygiene in the preparation, cooking and distribution of food and the prevention of waste of food and materials.
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 be required to work on a roster basis, including Saturdays, Sundays and Public Holidays and during cyclonic periods and natural calamities.
2. Catering Supervisors may be posted on a tour of service to Rodrigues or any of the Outer Islands of the Republic of Mauritius.
3. 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 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 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.**

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 07 August 2025.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 25 July 2025

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