

OFFICE OF THE PRESIDENT

Vacancy for Post of Housekeeper

Applications are invited from qualified candidates who wish to be considered for appointment as Housekeeper in the Office of the President.

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 or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language, with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.
- B. The National Certificate Level 4 in Housekeeping awarded by the Mauritius Institute of Training and Development.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should-

- (i) be fluent in English and French;
- (ii) have good communication and interpersonal skills;
- (iii) have the ability to supervise and motivate a team; and
- (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

IV. DUTIES AND SALARY

1. To be responsible to the Household Supervisor for the proper running of housekeeping duties.
2. To be in charge of all housekeeping arrangements including the organisation of the work of the household staff, floral decoration and packing services.
3. To arrange for the indenting of household effects, the purchase of provisions and the recording of daily consumption.
4. To assist the Household Supervisor in keeping an inventory of all furniture, furnishings, crockery, silverware, glassware and other household equipment.
5. To supervise all work activities related to the upkeep and cleaning of the State House, including the preparation of rooms for special functions.
6. To train new recruits in proper housekeeping work procedures and demonstrate proper use and maintenance of equipment.
7. To assist the Household Supervisor in the performance of his duties which include household administration, preparation of menus, monitoring of staff, household supplies and stores as well as cleanliness of the premises and rooms.
8. To use ICT in the performance of his duties.
9. 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 Housekeeper in the roles ascribed to him.

Note:

The Housekeeper will be required to work outside normal working hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 16,725 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 29,400 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 16,725 a month plus salary compensation at the approved rate.

V. MODE OF APPLICATION

- (i) Qualified candidates should submit their application on the prescribed form which may be obtained from the Office of the President, State House, Le Réduit, or which may downloaded from the Website of the Office of the President at <http://president.govmu.org>

The envelope should be clearly marked on the top left-hand corner:-

“Housekeeper-Office of the President”

- (ii) The completed form should contain full details regarding the applicant’s previous experience, qualifications, and any other factors which would qualify him/her to carry out the duties of the post. The originals of birth, education/ professional certificates should **not** be submitted with applications but applicants should produce these if and when called upon to do so.

VI. CLOSING DATE OF APPLICATION

Applications should reach the Secretary to the President, Office of the President, State House, Le Réduit, **not later than 3.30 p.m. on Monday 16 October 2017.**

IMPORTANT:

Qualifications obtained **after** the closing date mentioned at Paragraph VI above will **not** be accepted. The onus for the prompt submission of applications so that they reach the Secretary to the President, Office of the President, in time lies solely on the applicant.

25 September 2017

*Office of the President
State House
Le Réduit*