

OFFICE OF THE PRESIDENT

Vacancy for Post of Assistant Butler (on roster)

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Butler (on roster) in the Office of the President.

II. AGE LIMIT

Candidates, unless already in the service, should not have reached their **48th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. By selection from among candidates who –

- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate;
- (ii) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education “Ordinary Level” Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission; and
- (iii) possess the National Certificate Level 3 (NC3) in Housekeeping or Restaurant and Bar Services or Villa Services awarded by the Mauritius Institute of Training and Development or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be able to communicate in both English and French.

IV. DUTIES AND SALARY

1. To be responsible to the Household Supervisor or any other officer designated by him for –
 - (a) cleaning and keeping clean a set of rooms, verandahs, washrooms and common areas within the chateau allocated to him;
 - (b) cleaning and keeping doors clean, windows glass panes and handles allocated to him; and
 - (c) waiting at table and ensuring that guests are well catered for.
2. 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 Assistant Butler (on roster) in the roles ascribed to him.

NOTE

Assistant Butlers (on roster) may be required to work on a roster basis, including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 14,975 x 250 – 15,225 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 – 24,475 QB 25,000 x 525 – 25,525 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 14,975 a month.

V. HOURS OF WORK

Weekdays: 07 00 hrs to 15 15 hrs

Saturdays: 07 00 hrs to 10 45 hrs

VI. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed Application Form, which may be obtained from the Human Resource Section of the Office of the President, State House, Le Réduit, or which may be downloaded from the website of the Office of the President at the following address:
<http://president.govmu.org>
2. The envelopes should be clearly marked “Post of Assistant Butler (on roster)” on the top left-hand corner.
3. The completed Application Form should contain full details regarding the applicant’s previous experience, qualifications, and any other information which would qualify him/her to carry out the duties of the post. Applications not made on the prescribed form will not be accepted.
4. Photocopies of birth, educational certificates and the National Identity Card should be submitted, along with application forms and applicants should produce the originals as and when called upon to do so.
5. Incomplete, inadequate or inaccurate filling of the application form may cause elimination of the candidate from the selection exercise.
6. Applications received **after** the closing date and time **will not be considered**.

VII. CLOSING DATE OF APPLICATION

Application Forms should reach the **Secretary to the President, Office of the President, State House, Le Réduit, not later than 15 00 hours on Tuesday 13 August 2024.**

**Office of the President
State House
Le Réduit**

Date: 24 July 2024