

OFFICE OF THE PRESIDENT

Vacancy for Post of Assistant Chef (on roster)

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Chef (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

By selection from among candidates who 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 3 in Food Production 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) reckon at least two years’ experience as Cook in the hospitality industry;
and
- (ii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

IV. DUTIES AND SALARY

1. To assist the Chef in the performance of his duties and for the proper running of the kitchen of the State House.
2. To prepare and cook food for the meals and functions at the State House, including pastries and snacks.
3. To produce dishes /pastries from local and international cuisines.
4. To maintain a high standard of hygiene in the preparation, cooking and distribution processes.
5. To ensure that all kitchen areas are kept neat and tidy at all times.
6. To maintain the kitchen equipment and utensils in a clean and hygienic condition.
7. To replace the Chef, as and when required.
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 Assistant Chef (on roster) in the roles ascribed to him.

Note:

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

The permanent and pensionable post carries salary in scale Rs 18,375 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 – 35,650 x 900 – 37,450 x 950 – 39,350 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 18,375 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:

<https://president.govmu.org/president/careers/>
2. The envelopes should be clearly marked “Post of Assistant Chef (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 07 October 2025.**

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

Date: 17 September 2025