

OFFICE OF THE PRESIDENT

Vacancy for Post of Household Supervisor

Applications are invited from qualified candidates who wish to be considered for appointment as Household Supervisor 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.** A National Diploma in Hotel Management from a recognised institution.

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) possess good communication and interpersonal skills;
 - (iii) have the ability to supervise and motivate a team;
 - (iv) possess organising and leadership skills; and
 - (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

IV. DUTIES AND SALARY

1. To be responsible to the Secretary to the President for household administration, supervision of staff, monitoring of household stores and supplies as well as cleanliness of the premises and rooms.
2. To prepare menus in consultation with the Secretary to the President, the Chef or such other person as may be delegated by the President and make arrangements for the purchase of provisions.

3. To manage the indenting of household effects and to keep an inventory of all furniture, furnishings, crockery, silverware, glassware and other household equipment.
4. To supervise the upkeep and cleaning of the premises including the preparation of rooms for special functions.
5. To follow up all maintenance required with the Maintenance Section.
6. To report all damaged/faulty equipment to the Maintenance Section and follow up on repairs.
7. To liaise with guests staying at the State House and ensure their comfort and well-being.
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 Household Supervisor in the roles ascribed to him.

NOTE

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

The permanent and pensionable post carries salary in scale Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 24,475 a month.

V. HOURS OF WORK

Weekdays: 08 00 hrs to 15 15 hrs

Saturdays: 08 00 hrs to 11 00 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 Household Supervisor” 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