


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Office of the President
- Post:** Butler, Office of the President
- Salary:** 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 – 30,700 (24 033 062)
- Effective Date:** 15 December 2022
- Qualifications:**
- A. By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Senior Assistant Butler and who –
- (i) possesses the Certificate of Primary Education or the Primary School Achievement Certificate;
  - (ii) shows 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) possesses the National Certificate Level 4 (NC 4) in either Housekeeping or Restaurant and Bar Services awarded by the Mauritius Institute of Training and Development or an equivalent qualification acceptable to the Public Service Commission.
- B. The candidate should –
- (i) have a good knowledge of butler services;
  - (ii) possess good interpersonal and communication skills, including the ability to communicate in both English and French; and
  - (iii) be able to lead and motivate a team of officers.

/2...

**CERTIFIED CORRECT**



  
.....  
**N. Auchoybur (Mrs)**  
*for Supervising Officer*  
**Ministry of Public Service, Administrative  
and Institutional Reforms**

**15 December 2022**  
Date.....

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS

-2-

**Duties:**

1. To be responsible to the Household Supervisor or any other officer designated by him for –
  - I. (a) attending personally on His Excellency and to be available while His Excellency is getting ready for a function;
  - (b) ensuring that His Excellency's clothes are clean and pressed, and that all shoes are clean and polished, including those of any male guests under his care;
  - (c) ensuring that when guests are present, the main guests are well looked after, if he is not serving them himself;
  - (d) cleaning and ensuring the bedroom, wardrobe, study, bathroom and all areas used by His Excellency and by any guest under his care are kept tidy;
  - (e) attending the main door, when on duty, for the arrival and departure of guests;
  - (f) assisting in the planning of events and dinner parties, overseeing table settings and serving drinks and food, and ensuring that service is impeccable;
  - (g) maintaining the mini bar in terms of stock, stacking and cleanliness; and
  - (h) informing about the need for maintaining and repairing part of the building, furniture and equipment under his care.
- II. To be particularly responsible for –
  - (a) ensuring –
    - (i) that His Excellency's toilet requisites are ordered in time by the Housekeeper;

/3...

CERTIFIED CORRECT

.....  
N. Auchoybur (Mrs)  
*for Supervising Officer*  
*Ministry of Public Service, Administrative*  
*and Institutional Reforms*

15 December 2022

Date.....



**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

-3-

- (ii) that His Excellency's and guests' clothes under his care return from the laundry regularly in good condition and without loss; and
  - (iii) in collaboration with the Senior Assistant Butler, that brooms and other requisites for the cleaning of rooms, furniture, brassware and windows are available to staff.
- (b) ensuring, in time and when on duty, that meals from the kitchen are in adequate supply for the number of persons partaking in them, and are according to approved menus;
  - (c) cleaning and ensuring cleanliness at regular intervals, the door handles and brassware in His Excellency's bedroom, study, bathroom and walk-in wardrobe;
  - (d) cleaning at regular intervals, the corridor and door glass panes of these rooms or arranging for them to be cleaned with the Housekeeper;
  - (e) accounting for the consumption of drinks issued to him; and
  - (f) the disposal of drinks and empty bottles under the supervision of the Household Supervisor.
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 Butler, Office of the President in the roles ascribed to him.

**CERTIFIED CORRECT**

.....  
**N. Auchoybur (Mrs)**  
*for Supervising Officer*  
*Ministry of Public Service, Administrative*  
*and Institutional Reforms*

**15 December 2022**

Date.....

