

GOVERNMENT OF MAURITIUS

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

Department: Office of the President
Post: Household Supervisor
Salary: Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (11 45 64)
Effective Date: 06 June 2013

Qualifications: 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.

Duties: 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.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

06 June 2013

Date.....

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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.



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*for Senior Chief Executive
Ministry of Civil Service and
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