

GOVERNMENT OF MAURITIUS

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

Department: Office of the President

Post: Housekeeper's Assistant

Salary: Rs 11,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 22,175 (11 18 47)

Effective Date: 23 July 2015

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. The National Certificate (Level 3) in Housekeeping 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) have a knowledge in fashion and textiles;
 - (ii) be fluent in English and French;
 - (iii) have the ability to supervise and lead a team; and
 - (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist the Housekeeper in the performance of his duties, including the supervision and organisation of household activities, purchase of provisions and preparation of menus and the indenting of household effects.
2. To ensure the smooth running of the Laundry Unit, including the organisation of work of Laundry Attendants and the implementation of effective and efficient work procedures.

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CERTIFIED CORRECT



*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

23 July 2015

Date.....



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3. To maintain an inventory of all household and table linen and soft furnishings and to issue clean linen, as and when required.
4. To be responsible for –
 - (i) the design, production and maintenance of household linen and soft furnishings and for the embroidery of towels, table linen and bed linen; and
 - (ii) mending and refitting the clothes of the President and his family and of all household staff uniforms.
5. To replace the Housekeeper, as and when required.
6. To use ICT in the performance of his duties.
7. 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 Housekeeper's Assistant in the roles ascribed to him.

Note

The Housekeeper's Assistant will be required to work outside normal working hours, including Sundays and Public Holidays.



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