

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the President
- Post:** Housekeeper
- Salary:** Rs 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 26,675 (11 31 53)
- 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. The National Certificate Level 4 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) be fluent in English and French;
 - (ii) have good communication and interpersonal skills;
 - (iii) have the ability to supervise and motivate a team; and
 - (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
 - 1. To be responsible to the Household Supervisor for the proper running of housekeeping duties.
 - 2. To be in charge of all housekeeping arrangements including the organisation of the work of the household staff, floral decoration and packing services.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

06 June 2013

Date.....

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3. To arrange for the indenting of household effects, the purchase of provisions and the recording of daily consumption.
4. To assist the Household Supervisor in keeping an inventory of all furniture, furnishings, crockery, silverware, glassware and other household equipment.
5. To supervise all work activities related to the upkeep and cleaning of the State House, including the preparation of rooms for special functions.
6. To train new recruits in proper housekeeping work procedures and demonstrate proper use and maintenance of equipment.
7. To assist the Household Supervisor in the performance of his duties which include household administration, preparation of menus, monitoring of staff, household supplies and stores as well as cleanliness of the premises and rooms.
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 Housekeeper in the roles ascribed to him.

Note

The Housekeeper 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
Administrative Reforms*

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