REPUBLIC OF MAURITIUS

MINISTRY OF HEALTH AND WELLNESS

MEMORANDUM

MHC/APT/CKV5 **26 October 2026**

From Supervising Officer, Ministry of Health and Wellness

To : Head of Divisions/Sections
Regional Health Directors, Regional Hospitals

***Vacancy for the Post of* Cook (on roster)**
Ministry of Health and Wellness

Please find enclosed, copy of **Circular No. 15 of 2026**, inviting applications from qualified employees who wish to be considered for appointment as **Cook (on roster)** in the **Ministry of Health and Wellness**.

2. You are kindly requested to ensure that the contents of this Circular are immediately brought to the attention of all eligible candidates including those who are overseas or on leave.

3. Furthermore, the attention of candidates should be drawn on the 'MODE OF APPLICATION' which should be strictly complied with, failing which their application may not be considered.

4. **Please note that the closing date for submission of application forms is Tuesday 17 November 2026. Candidates should be advised to submit their applications well in advance as applications received after the closing date and time will not be considered even though same had been posted before the closing date.**

Yours faithfully,

P. Ramkhelawon
for Senior Chief Executive

MINISTRY OF HEALTH AND WELLNESS

Circular No. 15 of 2026

Vacancies for post of Cook (on roster)

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry, who wish to be considered for appointment as **Cook (on roster)** in the Ministry of Health and Wellness.

II. QUALIFICATIONS

By selection from among employees **on the permanent and pensionable establishment** of the Ministry of Health and Wellness who: -

(i) possess the Certificate of Primary Education; and
(ii) have a knowledge of cooking.

NOTE
In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

Candidates should produce written evidence of knowledge claimed.

III. The selected candidates will be required to: -

(i) undergo a medical examination to determine their fitness for the job; and
(ii) follow successfully a training course for a period of at least six months to be organized by the Ministry of Health and Wellness **or** the Mauritius Institute of Training and Development (MITD) and leading to a Certificate in Cooking.

IV. DUTIES

1. To be responsible to the Hospital Administrator through the Catering Officer or any designated officer for: -

   (a) collecting/receiving provisions and accounting for the use and disposal thereof;
   (b) cleaning, preparing, cooking and distributing food including snack meals as directed;
   (c) ensuring all storage areas are tidy and all products are stored appropriately;
   (d) keeping the cooking utensils and equipment clean and fit immediately after use;
   (e) cleaning the premises of the kitchen and keeping them neat and tidy at all times;
   (f) maintaining a high standard of hygiene (including personal hygiene) in the preparation, cooking and distribution processes through constant use of safe and hygienic food handling practices; and
   (g) ensuring that unauthorised persons do not have access to the kitchen in the absence of the officer responsible for the kitchen.

2. To perform any other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Cooks (on roster) in the roles ascribed to them.

/2...

NOTE:

1. Cooks (on roster) are required to work on a roster basis, including Saturdays, Sundays, Public Holidays and officially declared cyclone days.

2. Cooks (on roster) may be required to undergo, at any time, a medical examination to ascertain their fitness for the job.

V SALARY

The permanent and pensionable post carries salary in the scale of Rs 24845 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 36565 a month.

The selected candidates will be appointed in a temporary capacity in the first instance and will draw a flat salary of Rs 24845. However, for the year 2026 candidates will draw the corresponding discounted salary of Rs 23018 a month as specified at Row 3 of the Consolidated Master Conversion Table in the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No. 3 of 2026. Moreover, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Cook (on roster) in a substantive capacity subject to:-**

(a) vacancies arising in the grade;
(b) satisfactory completion of the on-the-job training; and
(c) being favourably reported upon by their respective Head of Divisions/Sections.

VI. MODE OF APPLICATION

a. Qualified candidates should submit their application on the prescribed form which may be obtained **either** from the Hospital Executive Assistant's Office **or** the Human Resource Sections of the Regional Hospitals **or** the Reception Counter of the Ministry of Health and Wellness, **2nd Floor, Nexsky Building Cybercity, Ebene**, **or** from the website of the Ministry at **https:/health.govmu.org/health.**

b. **Candidates should submit their Application Form in duplicate; the original to be sent directly to the Senior Chief Executive, Ministry of Health and Wellness before the closing date and the duplicate, through their respective Head of Divisions/Sections and Human Resource Section of their respective region, within a week of the closing date.**

VII. IMPORTANT

a. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

b. Applications **not** made on the Prescribed Form will not be accepted.

c. The originals of Birth and Educational qualification certificates should **not** be submitted with applications, but applicants should produce same as and when called upon to do so.

d. **Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of all eligible employees and that, in the case of employees who are overseas or on leave, a copy of the Circular together with the Application Form, are despatched to these employees on the very day on which the Circular is issued.**

/3...

VIII. CLOSING DATE

Application Forms should reach the Senior Chief Executive (Attention: Human Resource Section A), Ministry of Health and Wellness, **2nd Floor, Nexsky Building Cybercity, Ebene** not later than **3.30 p.m on Tuesday 17 November 2026. Application Forms received after the closing date will not be considered.** The onus for the prompt submission of applications, so that they reach within the prescribed date rests solely on applicants.

IX. When transmitting **duplicate** of the **Application Forms**:-

a. Head of Divisions/Sections should verify all documents and evidence in respect of information given under any of the headings at **Section A** of the Application Form and complete **Section B** of the Application Form of each applicant from their respective Divisions/Sections and sign the last part therein, certifying the correctness of the particulars recorded. The duplicate form should be submitted to the Human Resource Section within **one week** after the closing date; and

b. **the Human Resource Section (Regional Hospital) should verify the duplicate copy and complete Section C before submitting any application to the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 2nd Floor, Nexsky Building Cybercity, Ebene within fifteen days after the closing date.**

Date: 26 October 2026

Ministry of Health and Wellness
2nd Floor, NexSky Building,
Cybercity, Ebene