MAURITIUS MEAT AUTHORITY

Vacancies

Applications are invited from suitably qualified candidates for the following posts

1. General Manager (On contract for a period of one year)

Salary: Rs 102,000 monthly

Qualifications

i. possess a Master’s degree in Agriculture or Economics or Management or Finance or Law or Accountancy from a recognized institution or an equivalent qualification acceptable to the Board.
ii. reckon at least ten years’ experience at senior management level.
iii. have the ability to think critically, proactively and strategically.
iv. possess excellent leadership, management, communication and interpersonal skills.
v. be highly committed to achieve strategic objectives falling under his responsibility; and
vi. be computer literate

Candidates should produce written evidence of experience/knowledge claimed.

Duties

i. To advise the Board in policy formulation and act in accordance with such directives as he may receive from the Board.
ii. To be responsible to achieve such annual performance targets as may be set by the Board.
iii. To ensure the timely execution of policies and projects of the Authority.
iv. To submit to the Board, a quarterly report on the activities and finances of the Authority.
v. To advise on the formulation of appropriate legislation in line with government policies.
vi. To use ICT in the performance of his duties.
vii. To perform such other duties directly or indirectly related to the main duties above or related to the delivery of the output and results expected from the General Manager in the roles ascribed to him.

Note

i. The General Manager should be prepared to work in accordance with the exigencies of the Mauritius Meat Authority.
ii. Eligible Mauritius Meat Authority employees may also apply. They would be assigned the duties of the higher post against payment of an allowance.
2. Administrative Secretary (On contract for a period of one year)

**Salary:** Based on qualification and experience – Negotiable on the amount Rs 25,500 - Rs 54,600 monthly

**Qualifications:**
Either An Associateship of the Institute of Chartered Secretaries or equivalent

Or

i. A University Degree in Management, Business Administration or Public Administration from a recognized institution acceptable to the Board and reckons at least three years’ post-qualification experience at senior management level.

ii. To be able to lead and motivate a team of Officers.

**Duties**

i. To be the Secretary of the Meat Authority Board and ensure that decision taken are communicated to members and properly implemented.

ii. To establish, elaborate and implement administrative procedures for the efficient functioning of the Authority, including internal and external communications.

iii. To advise and assist General Manager and the Board, as required and propose changes to existing administrative policies and/or procedures.

v. To provide advice and guidance to senior management on the work programs of the Board and relevant sub-committees, coordinate and prepare papers for timely submission to Board/Committee members.

vi. To deal with issues relating to provision of office accommodation, furniture, equipment, security and other related issues.

vii. To implement the Performance Management System.

viii To use ICT in the performance of his duties.

ix. To be head of the Secretarial Department, comprising the Registry, the Correspondence Section and the Human Resource Section.

x. To be responsible for the preparation and submission of Annual Report.

xi. To be responsible for the training and welfare of personnel.

xii To organize and undertake preparatory work preceding negotiations with Unions.

xiii Liaise and interact with Government Bodies on administrative matters, ministerial correspondence and parliamentary questions, legal advisers on legal issues and represent the Authority in court and other institutions whenever required.

xiv 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 Administrative Secretary in the roles ascribed to him.

**Note**

i. The Administrative Secretary should be prepared to work in accordance with the exigencies of the Mauritius Meat Authority.

ii. Eligible Mauritius Meat Authority employees may also apply. They would be assigned the duties of the higher post against payment of an allowance.
3. Safety and Health Officer (Part Time)

Salary: Rs 14300 monthly

Qualifications
(i.) Holder of a Diploma in Occupational Health & Safety from the University of Mauritius or any other recognized institutions, with at least 3 years’ experience in Safety and Health matters, or any other equivalent qualifications acceptable to the Board

(ii.) The candidate should be a Registered Safety & Health Officer

(iii) Be computer literate

Duties
1. To plan, elaborate, implement and maintain adequate safety and health measures in the Authority.
2. To advise on all matters relating to the Safety & Health of the personnel, including the following
   a.) The provision and maintenance of plant and system of work that are safe and without risk to health;
   b.) The safety measures required in connection with the use, handling, storage and transport of articles and substances and
   c.) The preparation of plans for the proper structure work stations within the Authority and the maintenance of conditions that are safe and without risk to the health of the personnel.
3. To inspect all places of work including Abattoir, lairage and waste water treatment plant with a view to:
   i. assessing workplace hazards and the suitability of protective measures taken and/or protective equipment provided to abate or eliminate the hazards and to take appropriate follow-up action;
   ii. ensuring compliance with the provisions of legislations relating to the safety, health and welfare of employees; and
4. To carry out investigations into complaints made by employees, trade union officials, employers and public institutions.
5. To advise on appropriate measures for the provision of such information, instructions, training and supervision as is necessary to ensure the safety and health of the personnel at work.
6. To investigate into occupational accidents, fires and dangerous occurrences.
7. To deliver training, tender advice and provide information to employees, trade unions, employers, on safety, health and welfare matters and on the provisions of the relevant legislations.
8. To conduct enquiries regarding registration of Steam Boilers and Safety and Health Officers and to approve applications for registration of factories and issue certificates of registration, wherever appropriate.
9. To depone as witness in court, whenever required.
10. To examine plans of buildings and manuals of new machines and equipment and advise the Authority on safety and health issues.
11. To collect and compile statistical information relevant to safety and health.
12. To perform word processing and other basic ICT functions.
13. 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 Occupational Safety and Health Officers/Senior Occupational Safety and Health Officer in the roles ascribed to them.

Note
The Safety & Health Officer should be prepared to work in accordance with the exigencies of the Mauritius Meat Authority.
**Mode of Application:**
Application together with a CV and copies of academic and professional qualifications should be addressed to the General Manager, Mauritius Meat Authority, Abattoir Road, Roche Bois not later than 25th February 2013 at 15.00 hours.

The Mauritius Meat Authority reserves the right not to make the above recruitments following this advertisement.

The General Manager  
Mauritius Meat Authority  
Abattoir Road  
Roche Bois  

7 February 2013