Applications are invited from suitably qualified candidates for the following posts:

1. **CONFIDENTIAL SECRETARY**

**Qualifications and Experiences**

A. Cambridge Higher School Certificate or the GCE “A” Level in at least 2 subjects including English and French or equivalent;
B. Certificate in Secretarial Duties, Management, Administration or any other qualification acceptable to the Board and;
C. At least 5 years working experiences in a similar position.

The Board will consider equivalent qualifications to A and B above.

**Requisites**

- Good written and oral communication skills.
- Fluent in both French and English.
- To keep all confidential documents in safe custody and maintain a good filling system.
- To deal with all incoming and outgoing correspondences.
- To arrange appointments, receive visitors and deal with enquiries.

**Salary**

- Negotiable within the scale of: Rs 16,800 x 400 – 18,000 x 500 – 19,000 x 600 – 25,000 x 800 – 28,200

2. **AGRONOMIST ON CONTRACTUAL BASIS (1 year, renewable on satisfactory performance)**

**Qualifications and Experiences**

A. B.S.c (Hons) Agriculture;
B. Post Graduate in Agronomy or Agricultural Engineering;
C. At least 20 years’ experience in the Sugar Industry both in production and research environments.

**Requisites**

- Good knowledge of cultural practices for cane production in the superhumid zone.
- Should possess a valid driving license for a Private Car.
- To conduct regular evaluations of cane varieties, products and cultivation techniques and make recommendations to improve productivity of the Estate.
- To prepare and monitor budget for herbicides and fertilisers.
- To assist the Estate on the mechanization of its land on a phased approach basis.
- To plan and estimate cultivation activities, resources and asset utilisation for all field sections in order to prepare budget and ensure optimal cane production.
- To effect monthly budgetary control and variance analysis of different sections while ensuring that financial objectives of the department are met.

**Salary**

- Rs 40,000 + Travelling allowance
ROSE BELLE SUGAR ESTATE BOARD

VACANCY

3. FIELD OFFICER ON CONTRACTUAL BASIS (1 year, renewable on satisfactory performance)

Qualifications and Experiences

A. Diploma in Agriculture obtained from a recognised institution;
B. At least 5 years’ experience in cane cultivation or agriculture.

Requisites

- Should possess a valid driving license for Motorcycle and Private Car.
- To be responsible of all controls relating to harvest operations, loading & transport operations and records pertaining to field cultivation.
- Help in the supervision of all works being done on the Section.
- Keeping appropriate records as directed by Head of Section.
- Assist the Head of Section in all planning and execution of cultural practices and operations.
- Experience in Sugar Industry will be an advantage.

Salary

- Rs 30,000 (inclusive of Travelling Allowance)

Application:
Interested candidates are kindly requested to fill in an application form which should be collected at the reception desk of the Estate during working hours or can be downloaded on:
http://agriculture.govmu.org/English/Pages/Parastatal%20Bodies/ROSE-BELLE-SUGAR-ESTATE-BOARD-.aspx

The completed application form together with photocopies of certificates and other relevant documents should reach the:

The General Manager
Rose Belle Sugar Estate Board
Royal Road – Rose Belle
By Monday 10th April 2017 at latest.

Reference of the post applied for should be inserted on the left hand corner of the envelope.

The Rose Belle Sugar Estate Board reserves the right:
- To call only the best qualified candidates for interview.
- Not to fill in the vacancy as a result of this advertisement.

Date: 24 March 2017