



ROSE BELLE SUGAR ESTATE BOARD

VACANCIES FOR ADMINISTRATIVE SECRETARY & SENIOR FIELD OFFICER

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

(A) ADMINISTRATIVE SECRETARY – Ref: RBSEB/ADSEC-001

Qualifications and Experience:

- (i) A degree in Public Administration and/or Management from a recognized institution; OR
- (ii) A Pass at the final examinations required for admission to the Associateship of the Institute of Chartered Secretaries and Administrators; OR
- (iii) An equivalent qualification to (i) and (ii) above acceptable to the Board; and
- (iv) At least two years' post qualification experience in administrative/secretarial duties.

Other requisites

- Have good communication and interpersonal skills; and
- Be versatile and have the ability to adapt to different work situations.

Salary:

The post is permanent and pensionable and carries salary in the scale: Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 x 1575 – 49,250 x 1650 – 54,200 x 1700 – 64,400 x 1800 – 69,800 per month plus salary compensation at approved rates.

Age Limit: 45 Years

(B) SENIOR FIELD OFFICER – Ref: RBSEB/SFO-001

Qualifications and Experience:

- (i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level; OR
- (ii) An equivalent qualification to (i) above acceptable to the Board; and
- (iii) At least five years' experience in the Sugar Industry.

Other requisites

- The Field Officer may be required to work at staggered hours;
- In case of emergency, he/she may be required to work outside normal working hours;
- Holder of a valid Driving Licence;
- Good Leadership Skills;
- Good organizational, communication and interpersonal skills; and
- Be computer literate.

Salary:

The post is permanent and pensionable and carries salary in the scale: Rs 22,625 x 400- 23,425 x 525- 26,050 x 675- 27,400 x 825- 35,650 x 900- 37,450 x 950- 42,200 x 1300-46,100 x 1575 – 49,250 x 1650 – 54,200 per month plus salary compensation at approved rates.

Age Limit: 45 Years

Applications should be submitted on the prescribed form obtainable from the office of Rose Belle Sugar Estate Board and can also be downloaded on:

<https://agriculture.govmu.org/Pages/Vacancies/Notice-for-Vacancies.aspx>

Further details and information may be obtained during office hours from the HR Department, Telephone 627 4545.

The completed application form together with photocopies of professional/academic qualifications, evidence of experience and other relevant documents should reach the:

**The General Manager
Rose Belle Sugar Estate Board
Royal Road, Rose Belle**

at latest by **Monday 22nd August 2022**

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

The Rose Belle Sugar Estate Board reserves the right:

- (i) To call only the best qualified candidates for interview; and
- (ii) Not to fill in the vacancies as a result of this advertisement.

Date: 01 August 2022