

MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY

CIRCULAR NOTE NO. OF 4 of 2024

VACANCIES FOR THE POST OF LIVESTOCK ATTENDANT (ON ROSTER) IN THE MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY

Applications are invited from among qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as **Livestock Attendant (on roster)** in the Ministry of Agro-Industry and Food Security.

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who –

- (a) possess the Certificate of Primary Education; and
- (b) have the ability to work with livestock animals and birds.

NOTE

In the absence of candidates possessing the qualification at (a) above, consideration will be given to candidates who show proof of being literate.

III. DUTIES

1. To be responsible to the Agricultural Support Officer/Senior Agricultural Support Officer through the Senior Livestock Attendant for –
 - (a) feeding, caring and proper handling of livestock and birds which include cattle, goat, sheep, pig, poultry, duck, rabbit and turkey;
 - (b) daily cleaning of pens, feeders, drinkers, flooring, drains and removal of manure from animal and bird houses;
 - (c) loading, unloading and handling of feeds, feedstuffs and other litter materials for livestock and poultry, including harvesting and conserving fodder;
 - (d) upkeeping and disinfecting of buildings and farm premises where animals or birds are kept;
 - (e) handling of animals, slaughtering and processing of birds, as and when required;
 - (f) keeping simple records; and
 - (g) assisting Veterinary Officer in postmortem operations, as and when required.

2. To assist in the discharge of the following duties –
 - (a) common methods of animal or bird identification such as tattooing, tagging, notching, ring band, branding and micro chips;
 - (b) common farm operations such as weighing animal or bird, castration, dehorning, hoof trimming, milking, fostering, egg collection, sexing, debeaking, deworming, drenching, vaccination and minor health treatment;
 - (c) semen collection, processing and insemination on female animal or bird; and
 - (d) culling of animals.
3. To follow all safety guidelines on site of work.
4. 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 Livestock Attendant (on roster) in the roles ascribed to him.

Note

Livestock Attendant (on roster) will be required to work according to a plan of work specifying the commencing and finishing times of turns of duty including night and day duty, Saturdays, Sundays and Public Holidays.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 14,725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 a month plus salary compensation at approved rates.

The selected candidates will, in the first instance, be appointed in a temporary capacity for a period of six months. At the end of the temporary period, on their being favourably reported upon, consideration will be given for their substantive appointment.

Appointment in a temporary capacity in the grade carries a flat salary at the rate of Rs 14,725 a month plus salary compensation at approved rates. However, in case the candidate is drawing more than the initial salary of the post of Livestock Attendant (on roster), he will retain the salary of his substantive post.

V. **MODE OF APPLICATION**

- (a) Qualified candidates should submit their applications in **duplicate** on the enclosed prescribed Application Form as follows:
- (i) Part A of the **original** to be filled in by candidates and submitted directly to the Permanent Secretary, Ministry of Agro-Industry and Food Security, Human Resource Division, 5th Floor, Dentamax House, Dumas Street, Port Louis, **not later than 3.00 p.m. on Wednesday 15 May 2024**; and
 - (ii) the **duplicate** through their respective Supervising/Responsible Officers of Ministries/Department where posted, who will forward the duly filled in form to the Human Resource Division, 5th Floor, Dentamax House, Dumas Street, Port Louis **within a week after the closing date.**
 - (iii) Candidates within the Ministry of Agro-Industry and Food Security should submit the duplicate application form through their respective Head of Divisions/Sections/Units who will forward the form duly filled at Part B and C, to the Human Resource Division, 5th Floor, Dentamax House, Dumas Street, Port Louis **within a week after the closing date.**
- (b) Photocopies of birth and educational certificates and the National Identity Card should be submitted along with applications and applicants should produce the originals as and when called upon to do so.
- (c) The envelope should be clearly marked on the top left-hand corner – “**Post of Livestock Attendant (on roster), Ministry of Agro-Industry and Food Security**”.

VI **CLOSING DATE**

Qualified candidates should submit their applications to the **Permanent Secretary**, Ministry of Agro-Industry and Food Security, Human Resource Division, 5th floor, Dentamax House, Dumas Street, Port Louis so as to reach her **not later than 3.00 p.m on Wednesday 15 May 2024.**

VII **IMPORTANT**

- (i) Qualifications obtained **after** the closing date **will not be accepted.** Only qualified persons should apply. The onus for the prompt submission of applications so that they reach the Permanent Secretary, Ministry of Agro-Industry and Food Security in time, lies solely on applicants.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

- (iii) Applications **not** made on the prescribed form **will not be accepted.**
- (iv) Applications received **after** the closing date **will not be accepted.**
- (v) Only the best qualified candidates will be called for interview.
- (vi) The Ministry reserves the right not to make any appointment following this advertisement

VIII Head of Ministries/Departments are requested to bring the contents of this Circular Note to the notice of all eligible employees (including those on leave locally or abroad).

Date: **25 April 2024**

**Ministry of Agro-Industry
and Food Security
5th Floor, Dentamax House
Dumas Street
PORT LOUIS**