

Mauritius Meat Authority

Vacancy for the post of Administrative Secretary

Applications are invited from qualified candidates for the post of **Administrative Secretary** on permanent and pensionable basis.

Qualifications: Candidates should be a member of the Institute of Chartered Secretaries and Administrators.

NOTE

In the absence of qualified candidates, by selection from among candidates who –

- (i) possess a Degree in Management or Public Administration and Management or Business Administration or Human Resource Management from a recognised institution or an equivalent qualification from a recognised institution acceptable to the Board;
- (ii) reckon at least three years' post-qualification experience at senior management level;
- (iii) have the ability to lead and motivate a team of officers; and
- (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Roles and Responsibilities:

To be responsible for the overall good functioning of the Mauritius Meat Authority with respect to administrative services.

Duties: 1. To be responsible to the General Manager of the Mauritius Meat Authority for the following –

- (i) to advise and assist in the formulation and review of administrative policies and procedures;
- (ii) to provide advice and guidance to Senior management on the work programs of the Board and relevant sub-committees, co-ordinate and prepare papers for timely submission to Board/Committee members;
- (iii) to deal with issues relating to provision of office accommodation, furniture, equipment, security and other related issues;
- (iv) to ensure the smooth functioning of the Registry and the Human Resource Section;
- (v) to prepare the Annual Report and submit same to the Board;
- (vi) to provide training for the staff of the Authority;
- (vii) to maintain discipline among staff and ensure a safe working environment;
- (viii) to organise and undertake preparatory work preceding negotiations with Unions;

- (ix) to liaise with Ministries/Departments on administrative matters and parliamentary questions; and
 - (x) to consult legal advisers on legal issues and represent the Authority in court and other institutions, as and when required.
2. To be the Secretary of the Mauritius Meat Authority Board and to ensure that decisions taken are communicated to members and properly implemented.
 3. To be responsible for the implementation of the Performance Management System in the Authority.
 4. To use ICT in the performance of his duties.
 5. 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.

Salary: Rs 41080 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850 x 1750 – 62350 x 1850 – 67900 x 1900 – 75500 x 2250 – 86750

Age Limit:

Candidates, unless already in the Public Service/Local Government Service/ /Parastatal Bodies/Approved Service, should not have reached their **45th** birthday by the closing date for the submission of application.

Mode of Application:

Applications should be submitted on application forms obtainable from the Human Resource Department of the Mauritius Meat Authority or may be downloaded from the website of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division) at <http://agriculture.govmu.org> together with copies of birth certificate, Identity card and academic qualifications.

Application forms duly filled should be addressed to the General Manager, Mauritius Meat Authority, Abattoir Road, Roche Bois.

Closing date: 13 February 2026 at 15.30 hours.

Note:

- (i) The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (*Higher Education Commission or Mauritius Qualification Authority*) rests on the candidates.
- (ii) The post applied for should be clearly mentioned at the top left-hand corner of the envelope.
- (iii) Applications not made on the prescribed form will not be considered.

- (iv) Applications received after the closing date and time will not be considered.
- (v) Candidates may be required to produce Character Certificate.
- (vi) The Authority reserves the right:
 - (a) to convene **only** the best qualified candidates for interview; and
 - (b) **not** to make any appointment following this advertisement.

Mauritius Meat Authority
Abattoir Road
Roche Bois
Tel No.: 242-6022, 242-5884
Fax No.: 217-1077
Email: mauritiusmeat@intnet.mu

Date: 23 January 2026

Mauritius Meat Authority

Vacancy for the post of Engineer

Applications are invited from qualified candidates for the post of **Engineer** on permanent and pensionable basis.

Qualifications: Candidates should be registered as Professional Engineer (Mechanical or Electrical Engineering) with the Council of Registered Professional Engineers of Mauritius under Section 13 of Act No.49 of 1965, as subsequently amended.

Duties:

1. To be responsible to the General Manager, *inter-alia*, for:
 - (i) planning, organising and implementing all engineering works, including repairs and maintenance of plants and equipment in operation at the Mauritius Meat Authority;
 - (ii) providing Management with specialist technical expertise including drafting of specifications and tender documents as and when required, and advice on the acquisition and disposal of plants and equipment and to be responsible for an asset replacement programme;
 - (iii) advising on policy matters relating to plant, vehicle and equipment taking into account the short, medium, and long term objectives of the Mauritius Meat Authority;
 - (iv) ensuring that maintenance and servicing of plant and equipment is carried out regularly and, if under a maintenance agreement, the terms and conditions thereof are adhered to;
 - (v) formulating, implementing, and enforcing in collaboration with Safety and Health Officer, safety standards in all installations and maintenance works;
 - (vi) ensuring the availability of the required spares for ongoing operations and for maintenance works;
 - (vii) identifying problems areas, advising on plant and equipment deficiencies, recommending appropriate remedial action/s and making assessment of works as and when required;
 - (viii) organising, supervising, and monitoring work under his responsibility and ensuring that employees in the Engineering Department receive appropriate training; and
 - (ix) supervising the workshops of the Mauritius Meat Authority.
2. To perform such cognate duties as may be assigned by the General Manager and/or any other authorised officer.

Salary: Rs 43990 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850 x 1750
– 62350 x 1850 – 67900 x 1900 – 75500 x 2250 – 77750

Age Limit:

Candidates, unless already in the Public Service/Local Government Service/ /Parastatal Bodies/Approved Service, should not have reached their **45th** birthday by the closing date for the submission of application.

Mode of Application:

Applications should be submitted on application forms obtainable from the Human Resource Department of the Mauritius Meat Authority or may be downloaded from the website of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division) at **<http://agriculture.govmu.org>** together with copies of birth certificate, Identity card and academic qualifications.

Application forms duly filled should be addressed to the General Manager, Mauritius Meat Authority, Abattoir Road, Roche Bois.

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Date: 23 January 2026

Mauritius Meat Authority

Vacancy for the post of Human Resource Officer/Senior Human Resource Officer

Applications are invited from qualified candidates for the post of **Human Resource Officer/Senior Human Resource Officer** on permanent and pensionable basis.

Qualifications:

- A. A diploma in Human Resource Management from a recognised institution **or** an equivalent qualification acceptable to the Board.
- B. Candidates should:
 - (i) Reckon at least three years' experience in Human Resource Management;
 - (ii) Have sound knowledge of policies, rules and regulations and Human Resource Management techniques and practices;
 - (iii) Have good analytical problem-solving skills and leadership qualities;
 - (iv) Possess good interpersonal and communication skills;
 - (v) Have the ability to work effectively in a team; and
 - (vi) Be computer literate

Candidates should produce written evidence of experience/knowledge claimed above.

Roles and Responsibilities:

To be responsible for providing Human Resource Management services in line with approved Human Resource policies and strategies.

Duties:

1. To supervise and co-ordinate the activities of the Human Resource Division of the Mauritius Meat Authority.
2. To provide advice, guidance and assistance on human resource matters in accordance with rules and regulations pertaining to human resource management and to assist in the implementation of human resource policies and related matters.
3. To assist in the development of organization design and work procedures.
4. To correctly interpret and consistently apply rules and regulations and procedures so that all employees are treated fairly and equitably,
5. To participate in reviewing staffing requirements in terms of number of staff and skill levels through regular manpower assessment.
6. To carry out training needs assessment and assist in the mounting of appropriate training courses.
7. To train officers and organize training programmes for new entrants and officers of the Authority.
8. To draft, process and revise schemes of service to meet organisational needs in terms of new roles and responsibilities.

9. To promote good industrial relations and take prompt action to settle grievances and conflicts through negotiation and discussion.
10. To supervise and provide proper guidance and coaching to subordinate staff.
11. To monitor the attendance of officers in line with established guidelines and advise management on remedial action, whenever required.
12. To act as member/secretary of boards and committees relating to human resource matters.
13. To attend to Court in respect of cases relating to human resource matters and ensure proper follow up action.
14. To keep an updated Human Resource Management Information System.
15. To implement the Performance Management System.
16. To use ICT in the performance of his duties.
17. 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 Human Resource Officer/Senior Human Resource Officer in the roles ascribed to him.

Note:

Human Resource Officer/Senior Human Resource Officer will be required to take charge of the Human Resource Division of the Authority and, in such cases, will be responsible for the smooth running of the Division.

Salary: Rs 31365 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850

Age Limit:

Candidates, unless already in the Public Service/Local Government Service/ /Parastatal Bodies/Approved Service, should not have reached their **45th** birthday by the closing date for the submission of application.

Mode of Application:

Applications should be submitted on application forms obtainable from the Human Resource Department of the Mauritius Meat Authority or may be downloaded from the website of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division) at **<http://agriculture.govmu.org>** together with copies of birth certificate, Identity card and academic qualifications.

Application forms duly filled should be addressed to the General Manager, Mauritius Meat Authority, Abattoir Road, Roche Bois.

Closing date: 13 February 2026 at 15.30 hours.

Note:

- (i) The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (*Higher Education Commission or Mauritius Qualification Authority*) rests on the candidates.
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Date: 23 January 2026

Mauritius Meat Authority
Vacancy for the post of Assistant Finance Officer

Applications are invited from qualified candidates for the post of **Assistant Finance Officer** on permanent and pensionable basis.

Qualifications:

By selection from among employees in the grade of Clerical Officer/Higher Clerical Officer on the establishment of the Mauritius Meat Authority who reckon at least four years' service in a substantive capacity in the grade and who possess:

- (i) a knowledge of General Financial procedures (including basic principles), Supplies Management, Internal Control and Internal Audit Principles and Practices and any other relevant financial laws/regulations; and
- (ii) potential and aptitude for financial work.

Note 1

In the absence of suitably qualified employees, by selection from among Clerical Officers/Higher Clerical Officers, Clerks and Clerks/Word Processing Operators in the public sector holding a substantive appointment and who possess:

- 1. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings.

or

- (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

or

- (c) An equivalent qualification acceptable to the Board.

Note: Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

- 2. 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 an equivalent qualification acceptable to the Board.
- 3. At least four years' service in clerical duties.

4. Candidates should also possess:

- (i) a knowledge of General Financial procedures (including basic principles), Supplies Management, Internal Control and Internal Audit Principles and Practices and any other relevant financial laws/regulations; and
- (ii) potential and aptitude for financial work.

Note 2

Assistant Finance Officers may be required to follow appropriate courses to make them conversant with relevant computer accounting packages.

Duties:

1. To ensure that all the financial transactions of the Authority are properly accounted for in accordance with basic principles of financial management.
2. To ensure the correct financing of departmental policy with all safeguards against waste and loss.
3. To ensure that all the principles, procedures and practices of the Financial Management Manual and departmental instructions approved by the Ministry of Finance are observed.
4. To maintain a proper system of accounts and to guard against irregularity and fraud.
5. To assist in the preparation and monitoring of Estimates.
6. To keep proper, complete and up-to-date records of all financial transactions.
7. To submit proper, accurate and timely returns as requested by the Finance Officer.
8. To provide assistance in the processing of audit queries related to financial issues.
9. To ensure timely collection of revenue due to the Authority against targets and standard set by management.
10. To effect payment in time.
11. To provide, where appropriate, proper and accurate advice on matters of accounting and finance.
12. To make use of information Technology in the performance of his duties, e.g, to input data and to extract financial report for management of information.
13. To perform duties related to Pay As You Earn System of Taxation whenever required.
14. To perform such cognate duties as may be assigned.

Salary:

Rs 29215 x 350 – 30965 x 400 – 31765 x 465 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 46900 x 1050 – 49000

Age Limit:

Candidates, unless already in the Public Service/Local Government Service/ /Parastatal Bodies/Approved Service, should not have reached their **45th** birthday by the closing date for the submission of application.

Mode of Application:

Applications should be submitted on application forms obtainable from the Human Resource Department of the Mauritius Meat Authority or may be downloaded from the website of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division) at **<http://agriculture.govmu.org>** together with copies of birth certificate, Identity card and academic qualifications.

Application forms duly filled should be addressed to the General Manager, Mauritius Meat Authority, Abattoir Road, Roche Bois.

Closing date: 13 February 2026 at 15.30 hours.

Note:

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Date: 23 January 2026

Mauritius Meat Authority

Vacancy for the post of Clerical Officer/Higher Clerical Officer

Applications are invited from qualified candidates for the post of **Clerical Officer/Higher Clerical Officer** on permanent and pensionable basis.

Qualifications:

1. (a) Cambridge School Certificate with credit in at least five Subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings
or
(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.
or
(c) An equivalent qualification acceptable to the Board

Note: Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examination.

2. 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** an equivalent qualification acceptable to the Board.
3. Knowledge of computer would be an advantage.

Note: Qualification at 1 above should have been obtained prior to qualification at 2 above.

Duties:

1. To perform duties of a clerical nature such as –
 - (a) the preparation, scrutiny and processing of straightforward documents, records, etc;
 - (b) the preparation of simple documents subject to check;
 - (c) arithmetical work;
 - (d) registry work;
 - (e) simple finance, establishment and stores work under supervision;
 - (f) the drafting of replies to simple correspondences; and

- (g) simple data entry and updating of information in a computer system, as and when required.
2. To control a small sub-section of the Authority.
 3. To carry out pay and cashier duties, as and when required.
 4. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc.
 5. To perform Information and Communication Technology (ICT) in the performance of his duty, as and when required.
 6. To carry out simple research in connection with official documents.
 7. To keep records regarding documents, books, magazines, etc. of the Authority and to assist users by providing relevant information, whenever required.
 8. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Salary: Rs 25745 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 45930

Age Limit:

Candidates, unless already in the Public Service/Local Government Service/ /Parastatal Bodies/Approved Service, should not have reached their **45th** birthday by the closing date for the submission of application.

Mode of Application:

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