

AGRICULTURAL MARKETING BOARD



NOTICE OF VACANCY

The **AGRICULTURAL MARKETING BOARD (AMB)** is a parastatal body operating under the aegis of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries and it deals in Controlled Products and related Agri-Business.

With a view to further strengthening its team, applications are invited from suitably qualified candidates to fill the post of **Assistant Procurement and Supply Officer** on permanent and pensionable basis.

Qualifications : A. By selection from among officers in the grade of Clerk/Word Processing Operator on the permanent and pensionable establishment of the Agricultural Marketing Board who –

- (i) possess 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 Agricultural Marketing Board; and
- (ii) reckon at least four years’ service in a substantive capacity in their respective grades.

NOTE

In the absence of suitably qualified officers on the permanent and pensionable establishment of the Agricultural Marketing Board, by selection from among officers in the Public Sector who –

- (i) possess 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 Agricultural Marketing Board; and
- (ii) reckon at least four years’ service in a substantive capacity.

B. Candidates should also –

- (i) have a good knowledge of policies, rules, and regulations relating to the management of procurement and supply at the Agricultural Marketing Board;
- (ii) possess effective analytical and problem-solving skills; and
- (iii) possess effective interpersonal and communication skills.

Candidates should produce written evidence of knowledge claimed.

Salary : The post carries salary in the scale of Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 a month plus compensation at approved rates.

Duties: 1. To perform procurement and supply, storekeeping and stock control duties in accordance with the provisions laid down in the Financial Management Kit and as per prevailing Laws and Regulations.

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2. To assist in any assignment related to procurement and supply and consumables management.
3. To update stock records.
4. To liaise with the Head of Finance Section for the preparation of budgets for different Departments.
5. To keep updated with matters pertaining to the Procurement Law and subsequent Regulations as well as guidelines issued by the Procurement Policy Office.
6. To upload/remove Agricultural Marketing Board's bidding documents onto/from the website of the Procurement Policy Office and follow up for uploading/removal of bidding documents onto/from Agricultural Marketing Board's website, as and when required.
7. To act as Secretary to pre-bid and other related meetings and Agricultural Marketing Board's Departmental Bid Committee as well as to bid opening exercises.
8. To advise on the appropriate standard bidding documents to be used, including drafting and customisation of same to seek quotations.
9. To monitor the level of stock and maintain an appropriate re-order level for all items.
10. To receive items from suppliers and ensure that they comply with requisition orders and are in good condition.
11. To attend to queries from suppliers.
12. To verify that physical quantities of items in stock tally with quantities in the books.
13. To issue purchase orders and follow up on timely delivery as well as payment.
14. To maintain and update a list of suppliers for the Agricultural Marketing Board.
15. To use ICT in the performance of his duties.
16. 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 Assistant Procurement and Supply Officer in the roles ascribed to him.

Note

Assistant Procurement and Supply Officers will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

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- Conditions of Service shall be applicable as per the PRB Report 2021.
- The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (*Higher Education Commission or Mauritius Qualifications Authority*), rests on the candidates. **Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
- **Age Limit:** candidates, unless already serving in the public sector, should not have reached their **45th** birthday by the closing date for the submission of applications.

MODE OF APPLICATION

Qualified candidates are requested to log on **<https://ambmauritius.mu>** to submit their application **electronically** and follow the procedures that can be accessed through the '*How to Apply*' option on same address.

Candidates are also advised to read carefully the '*Notes and Instructions for Online Application*' before filling the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

- Failure to attach the requested documents will entail disqualification.
- Applications received by post or electronic mail or hand delivered or after the closing date, will be discarded.

Closing date: **Wednesday 24 December 2025.**

AMB reserves the right:

1. to convene **only** the best qualified candidates for interview; and
2. not to make any appointment following this advertisement.