

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 **Procurement and Supply Officer** on permanent and pensionable basis.

- Qualifications** : A. By promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer on the permanent and pensionable establishment of the Agricultural Marketing Board who –
- (i) reckon at least four years' service in a substantive capacity in the grade; and
 - (ii) possess a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution or an equivalent qualification acceptable to the Agricultural Marketing Board

NOTE

In the absence of qualified serving officers on the permanent and pensionable establishment of the Agricultural Marketing Board, by selection from among candidates who possess a Cambridge Higher School Certificate together with a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution and reckon at least four years' experience in Procurement and Supply and who are computer literate.

- B. Candidates should also –

- (i) possess good organising skills; and
- (ii) possess good interpersonal and communication skills.

Candidates should produce written evidence of experience/knowledge claimed.

- Salary** : The post carries salary in the scale of Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 a month plus compensation at approved rates.

- Role and Responsibilities:** To be in charge of the Procurement Section and responsible for its day-to-day management.

- Duties:**
1. To be responsible to the General Manager *inter-alia*, to:-
 - (a) organise and manage all assignments related to procurement and supply and consumables management;
 - (b) devise, advise on and implement appropriate practices for the procurement of goods for resale for the Agricultural Marketing Board;

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- (c) supervise subordinates and ensure that personnel posted in the Procurement Section are adequately informed of and comply with all the existing rules and regulations of procurement laws and guidelines issued by the Procurement Policy Office in all procurement exercises;
 - (d) advise Management on all spheres of procurement and ensure the use of appropriate bidding documents at all times, including customisation of same;
 - (e) assist in appraisal and review exercises related to procurement and supply operations, including e-procurement exercises and make necessary recommendations;
 - (f) ensure that slow moving stocks or obsolete stocks are identified, listed, reported upon and disposed of in accordance with established protocols;
 - (g) supervise receipt and safekeeping, including stock monitoring of all non-controlled products procured by the Agricultural Marketing Board and ensure prompt record keeping thereof;
 - (h) attend to queries from suppliers as well as from institutions/statutory bodies;
 - (i) ensure availability of an updated list of Agricultural Marketing Board's suppliers at all times;
 - (j) ensure timely completion of procurement activities to maintain appropriate stock level of all non-controlled products;
 - (k) supervise issue of all purchase orders;
 - (l) participate and advise in all meetings pertaining to tender exercises and act as Secretary, as and when required;
 - (m) follow up on timely uploading/removal of bidding documents onto/from the Agricultural Marketing Board's and the Procurement Policy Office's website; and
 - (n) ensure prompt availability of statistical information for preparation of budget.
2. To use ICT in the performance of his duties.
3. 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 Procurement and Supply Officer in the roles ascribed to him.

Note

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.