

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 84 OF 2022**

### **Vacancies for the Post of Assistant Director, Agricultural Services** **Ministry of Agro-Industry and Food Security**

Applications are invited from qualified officers of the Ministry of Agro Industry and Food Security who wish to be considered for appointment as Assistant Director, Agricultural Services in the Ministry.

#### **II. QUALIFICATIONS**

By selection from among officers in the grades of Principal Scientific Officer and Principal Agricultural Engineer who reckon at least two years' service in a substantive capacity in their respective grades and who possess –

- (i) organising and administrative abilities;
- (ii) good communication and leadership skills; and
- (iii) marked ability in the formulation and implementation of agricultural policies and programmes.

#### **III. ROLE AND RESPONSIBILITIES**

To be responsible for planning, co-ordinating agricultural, food production and security policies and implementing agricultural strategies, systems and processes.

#### **IV. DUTIES AND SALARY**

1. To ensure the planning and execution of all Government agricultural policies in relation to crops, livestock, development and extension activities of the Agricultural Services on the basis of an Annual Work Programme.
2. To assist in the formulation of agricultural policies and in the framing of appropriate agricultural legislation.
3. To supervise and co-ordinate the activities of the Divisions under his responsibility so as to achieve the Ministry's corporate goals and objectives.
4. To co-ordinate agricultural programmes in liaison with Principal Scientific Officers and other heads of Division for the purpose of regular information exchange, manpower development, monitoring and evaluation of Agricultural Services.
5. To monitor the implementation of new projects and the introduction of new technology in the field of Agricultural Engineering.
6. To advise on ways to improve the operational efficiency of the Division under his responsibility.

7. To organise appropriate training courses for subordinate staff.
8. To assist in the preparation of tender documents for the Ministry and Parastatal Bodies falling under its aegis.
9. To assist in the implementation of the Performance Management System.
10. To use ICT in the performance of his duties.
11. 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 Assistant Director, Agricultural Services in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 68,000 x 1,800 – 69,800 x 2,000 -75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 a month.

#### **V. MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically** *via* the website of the Public Service Commission at the following address: <https://psc.govmu.org>.
2. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Senior Chief Executive, Ministry of Agro-Industry and Food Security.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address [support@ncb.mu](mailto:support@ncb.mu) or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address [pdsc@govmu.org](mailto:pdsc@govmu.org) or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

**VI. CLOSING DATE OF APPLICATION**

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 19 December 2022**. Applications received after the specified closing date and time will **not** be considered.

**Date 29 November 2022**

**Public Service Commission  
7, Louis Pasteur Street,  
FOREST SIDE**