

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 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 **Operations Officer** on permanent and pensionable basis.

Qualifications:

A. 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.

B. Candidates should -

- (i) demonstrate good interpersonal and communication skills; and
- (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Salary:

The post carries salary in the scale of Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 a month plus compensation at approved rates.

Duties:

1. To be responsible to the Head Operations Officer and/or Senior Operations Officer and/or Seeds Officer and/or Trade and Marketing Officer to, inter-alia,
 - a. receive, store and deliver products as well as other commodities in conformity with established quality and grade specifications;
 - b. keep records of all movements of products in the stores;
 - c. reconcile stock books and update stock on a daily basis;
 - d. inspect and report on quality of incoming products;
 - e. carry out physical verifications of quality and quantity of stored products and report accordingly;
 - f. attend to queries from customers;
 - g. ensure smooth running of the operations of the stores;
 - h. ensure safekeeping of stores and other equipment;
 - i. restrict access to unauthorised persons in the stores;
 - j. supervise and manage team of employees posted in his section, thereby ensuring a fair and equal distribution of the workload to all employees;

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- k. act as cashier as and when required;
 - l. carry out research works, such as market surveys, field works and other related tasks;
 - m. process bill of entry, clearance of goods and other related activities;
 - n. process application for clearance import /or export of controlled products;
 - o. process transport claims after checking Goods Received Notes;
 - p. prepare statistics for all products;
 - q. liaise with custom departments and other related institutions in connection with imports/exports of products;
 - r. carry out duties such as registration of dealers/producers/millers/agents;
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 Operations Officer in the roles ascribed to him.

Note

Operations Officers may be required to work outside normal working hours.

- Conditions of Service shall be applicable as per the PRB Report 2016.
- The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities, rests on the candidate.
- **Age Limit:** candidates, unless already serving in the public sector, should not have reached their 40th birthday by the closing date for the submission of applications.

MODE OF APPLICATION

Applications **must** be made **exclusively** on the prescribed Application Form, which may be downloaded from our website www.ambmauritius.mu. Application Forms, duly filled together with photocopies of **educational certificates, birth certificate, National Identity Card, testimonials, curriculum vitae** and other relevant supporting documents should be addressed to the **General Manager, Agricultural Marketing Board, Leclézio Avenue, Moka**. Envelopes should be clearly marked on the top left-hand corner for the post applied.

- Incomplete or inaccurate filling of Application Forms will not be considered.
- Failure to submit/attach requested documents will entail disqualification.
- Application Forms received after the closing date and time will not be accepted.

Closing date: **Friday 22 January 2021 by 16:00 hours at latest.**

AMB reserves the right:

1. *to call for interview only suitably qualified candidates; and*
2. *not to make any appointment as a result of this advertisement.*