

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 **Receptionist/Telephone Operator** on permanent and pensionable basis.

Qualifications:

By selection from candidates possessing:

- A.** a Cambridge School Certificate with credit in at least five subjects including English Language and French obtained on one certificate **or** Passes not below grade C in at least five subjects including English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level”.

OR

An equivalent qualification acceptable to the Agricultural Marketing 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.

- B.** Candidates should be fluent in English and French.

Salary:

The post carries salary in the scale of Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875 a month plus compensation at approved rates.

Duties:

- (1) To be responsible to the Head, Registry *inter-alia*, to:
- operate the Reception Counter and attend to visitors;
 - assist visitors by providing information to them and to facilitate their contact with officers of the Agricultural Marketing Board;
 - maintain a register of all visitors;
 - operate the telephone switchboard and attend to calls;
 - maintain accurate records and a telephone index;
 - ensure that calls and messages are properly noted and communicated inside and outside the organisation and keep relevant records;
 - ensure that the telephone system is properly maintained and to report immediately any defect and to ascertain that repairs are effected promptly.
- (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 Receptionist/Telephone Operator in the roles ascribed to him.

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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, rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and equivalence documents, as appropriate, by the closing date.
- **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

Qualified candidates are requested to log on **<https://ambmauriti.us.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 19 January 2022**.

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.*