

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 hereunder vacant positions on permanent and pensionable basis:-

- (1) **Accounts Clerk;**
- (2) **Assistant Procurement and Supply Officer;**
- (3) **Cashier; and**
- (4) **Clerk/Word Processing Operator.**

(1) Accounts Clerk

Qualifications:

A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or

(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

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. Either

(i) A pass at Principal Level in Accounting at the Cambridge Higher School Certificate and at least two years’ experience in finance/audit duties.

Or

(ii) A pass in Accounting at Third Level of the London Chamber of Commerce and Industry and at least two years’ experience in finance/audit duties

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Or

(iii) A Certificate in Book-keeping (Level 2) formerly Intermediate Stage from the London Chamber of Commerce and Industry with at least four years' experience in finance/audit duties.

OR

Equivalent qualifications to A and B above acceptable to the Board.

A Certificate in Spreadsheet or knowledge of Computer Operation and standard software packages would be desirable.

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 a month plus compensation at approved rates.

Duties:

- (1) To keep and reconcile Control Accounts with Debtors and Creditors Ledger and to extract a monthly list of debtors and creditors.
- (2) To compute and maintain an up-to-date record of the cost of all products handled by Agricultural Marketing Board.
- (3) To collect such data necessary for the preparation of budgets, forecasts and other financial reports.
- (4) To prepare bank reconciliation statements.
- (5) To reconcile daily cash takings and bankings and to ensure that these have been properly accounted for in books.
- (6) To implement accounting system.
- (7) To use ICT in the performance of his duties;
- (8) 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 Accounts Clerk in the roles ascribed to him.

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(2) Assistant Procurement and Supply Officer

Qualifications:

By selection from among Clerical Officer/Higher Clerical Officer, Clerk/Word Processing Operator and Clerk (Accounts) (Personal to Accounts Clerk in post as at 30.06.87) 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 or an aggregate of at least four years' service in a substantive capacity in the grade of Clerical Officer/Higher Clerical Officer, Clerk/Word Processing Operator and Clerk (Accounts) (Personal to Accounts Clerk in post as at 30.06.87);
- (ii) are conversant with Procurement and Supply Management including basic principles in procurement, supply and warehouse operations and any other relevant financial and supplies law/regulations; and
- (iii) have initiative and judgement in problem-solving.

Note: In the absence of qualified serving employees, by selection from candidates who possess -

A. (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings

OR

(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject 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. 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

Equivalent qualifications to **A** and **B** above acceptable to the Agricultural Marketing Board.

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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 a month plus compensation at approved rates.

Duties:

- (1) To perform purchasing, storekeeping and stock control duties in accordance with the provisions laid down in the Financial Management Manual and as per prevailing Laws and Regulations.
- (2) To assist in any assignment related to purchasing, 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 AMB's tender document onto/from the website of the Procurement Policy Office and follow up for upload/removal onto/from AMB's website as and when required.
- (7) To act as Secretary to pre-bid and other related meetings and AMB's Departmental Tender 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 AMB.
- (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.

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(3) Cashier

Qualifications:

- A. (i) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject;

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. 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

Equivalent qualifications to **A and B** above acceptable to the Agricultural Marketing Board.

- C. Candidates should possess at least two years’ experience in accounting / auditing / cash office duties.

- D. Candidates should be computer literate.

Qualification at **A.** should have been obtained prior to qualification at **B.** above.

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 a month plus compensation at approved rates.

Duties:

- (1) To be responsible to the Accountant/Senior Accountant and/or Accounting Technician for the performance of the following duties –
- a) operating standard cash office equipment, including all IT equipment;
- b) ensuring –
- (i) timely collection of payments and to issue receipts through the Cash Register/Point of Sales;

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- (ii) that no part payment is accepted without proper authorisation;
 - (iii) safe custody of all sums of money received, including cheques;
 - (iv) that any unpaid invoice by customers is duly reported to the concerned officer; and
 - (v) timely submission of returns as may be required;
- c) balancing cash register total against payments received on a daily basis by sorting and counting money;
 - d) keeping proper, complete and accurate records of all cash and credit transactions, including performing data entry and updating information in computer systems and to guard against irregularity and fraud;
 - e) reconciling the amount in the till with the cash register regularly; and
 - f) promptly reporting any suspicious activity.
- (2) To proceed to bank to effect banking and keep a handing-over book to record the sum of money handed over in case banking is effected by another officer.
 - (3) To ensure that all deposits at the bank have been duly acknowledged by the bank's officer through inspection of the Bank Deposit Book.
 - (4) To ensure that returned cheques are immediately reported to the Head of Section and subsequently to lodge complaint at the Police Station as and when instructed.
 - (5) To ascertain that arrangements in force with regards to daily banking of cash/cheque receipts, are adhered to.
 - (6) To arrange for police assistance in connection with banking transactions.
 - (7) To open/close the Cash Office and collect/return keys of the Cash Office from/to the Police Station.
 - (8) To assist in any assignment, as and when required, relating to collection of cash/cheque outside the Cash Office, including retail outlets and fairs.
 - (9) To provide assistance in the processing of queries related to Cash Office transactions.
 - (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 the Cashier in the roles ascribed to him.

Note

Cashiers may be required to work outside normal working hours.

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(4) Clerk/Word Processing Operator

Qualifications:

By selection from among candidates who possess –

- A.** (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings **or**
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject 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.** 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

Equivalent qualifications to **A** and **B** above acceptable to the Agricultural Marketing Board.

- C.** a certificate in Word Processing or Data Processing from a recognised institution.
- D.** a certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognised institution.
- E.** Candidates should:-
- (i) possess good communication skills; and
- (ii) have positive attitude towards work.

Qualification at A should have been obtained prior to qualification at B above.

Salary:

The post carries salary in the scale of Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175 a month plus compensation at approved rates.

Duties:

- (1) To be responsible to the Head, Registry to perform clerical and word processing duties including, *inter-alia*:
- (i) the preparation, scrutiny and processing of documents, records and data entry;
- (ii) registry work;

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- (iii) simple arithmetical work; and
- (iv) drafting replies to simple correspondence.
- (2) To type and collate letters/documents, including their speedy despatch.
- (3) To perform word processing duties and computer/data processing work.
- (4) To maintain files of correspondence, forms, reports and other materials both in hard and soft copies.
- (5) To receive, sort and process mail and to prepare materials for mailing.
- (6) To photocopy reports and other documents and operate standard office machines, e-mail services and telefax machine.
- (7) To keep records regarding documents, books and magazines of the Agricultural Marketing Board and assisting users by providing relevant information, whenever required.
- (8) To carry out simple research work in connection with official documents.
- (9) To prepare simple document subject to check.
- (10) To replace the Confidential Secretary as and when required.
- (11) To carry out secretarial duties, including attending meetings and drafting minutes of proceedings thereof, as and when required.
- (12) To use ICT in the performance of his duties.
- (13) 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 Clerk/Word Processing Operator in the roles ascribed to him.

- 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: **Wednesday 12 August 2020 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.*