

## 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 **Computer Support Officer**, on a permanent and pensionable basis.

#### ***QUALIFICATIONS:***

- 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 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 with a pass at “Principal Level” in Mathematics or Passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C.** A Certificate in Information Technology from a recognised institution

#### **OR**

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

#### ***SALARY:***

The post carries salary in the scale of Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 a month plus compensation at approved rates.

## **AGRICULTURAL MARKETING BOARD**

### ***DUTIES:***

- (1) To assist the IT Officer in the performance of his duties.
- (2) To work on the console and to be responsible for the booting operation and shutting down of computers and other related equipment.
- (3) To load and unload peripherals, supervise their functioning and troubleshoot hardware installations in the event of failure.
- (4) To establish and maintain standards.
- (5) To follow up on hardware installations and hardware maintenance.
- (6) To check magnetic media and stationery from stores and replace them after use.
- (7) To log all computer runs, stationery usage and hardware / software problems and subsequent interventions.
- (8) To monitor the communication of the computer system with other computer installations.
- (9) To interact with users / sections in the receipts of the computer inputs and delivery of outputs.
- (10) To perform minor routine maintenance of peripherals e.g. cleaning of diskette drive, printers, etc.
- (11) To perform all back up activities and keep a proper record for such activities.
- (12) To enforce security in relation to hardware and software.
- (13) To provide preventive maintenance and troubleshooting on hardware equipment, as may be required.
- (14) To install software and software applications and to purge software system such as the deletion of temporary files after usage.
- (15) To do hardware and software configuration.
- (16) To perform commissioning on hardware equipment.
- (17) To carry out survey / audit of computer equipment.
- (18) To promote computer literacy for all categories of users.
- (19) 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 Computer Support Officer in the roles ascribed to him.

## AGRICULTURAL MARKETING BOARD

- 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 40<sup>th</sup> 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.ambmauriti.us.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 **Assistant 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: **Monday 25 March 2019 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.*