

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 **Procurement and Supply Officer** on permanent and pensionable basis

Qualifications:

By selection from among candidates who possess –

A. a Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or Accounts;

and

B. a Certificate in Purchasing and Supply Management from a recognised institution.

OR

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

Salary:

The post carries salary in the scale of Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 a month plus compensation at approved rates.

Role and Responsibilities

To be in charge of the Procurement Section and responsible for its day-to-day management.

Duties:

- (1) To be responsible to the General Manager *inter-alia*, to:-
 - a. organise and manage all assignments related to purchasing, supply and consumables management.
 - b. devise, advise and implement on appropriate practices for the procurement of goods for resale for the AMB.
 - c. supervise subordinates and ensure that personnel posted in the Procurement Section are adequately informed of and comply with all the existing rules and regulations of procurement laws and guidelines issued by the Procurement Policy Office in all procurement exercises.
 - d. advise Management on all spheres of procurement and ensure the use of appropriate bidding documents at all times, including customisation of same.
 - e. assist in appraisal and review exercises related to procurement and supply operations, including e-procurement exercises and make necessary recommendations.
 - f. ensure that slow moving stocks or obsolete stocks are identified, listed, reported upon and disposed of in accordance with established protocols.

AGRICULTURAL MARKETING BOARD

- g. supervise receipt and safekeeping, including stock monitoring of all non-controlled products procured by the AMB and ensure prompt record keeping thereof.
 - h. attend to queries from suppliers, as well as from institutions/statutory bodies.
 - i. ensure availability of an updated list of AMB's suppliers at all times.
 - j. ensure timely completion of procurement activities to maintain appropriate stock level of all non-controlled products.
 - k. supervise issue of all purchase orders.
 - l. participate and advise in all meetings pertaining to tender exercises and act as Secretary as and when required.
 - m. follow up on timely upload/removal of tender documents of AMB's and Procurement Policy Office's website.
 - n. ensure prompt availability of statistical information for preparation of budget.
- (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 Procurement and Supply Officer 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 **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 16 September 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.*