

NOTICE OF VACANCY (*INTERNAL*)

Applications are invited from suitably qualified candidates at the AMB, to fill the following vacant positions:-

- (1) **Weighbridge Operator;**
- (2) **Forklift Driver; and**
- (3) **Office and Weighbridge Attendant.**

(1) Weighbridge Operator

<u>Qualifications:</u>	By selection from among serving employees in the grades of Office and Weighbridge Attendant who – <ol style="list-style-type: none"> (i) possess the Certificate of Primary Education; and (ii) show proof of having sat for the Cambridge School Certificate Examination <u>or</u> the General Certificate of Education “Ordinary Level” Examination in at least five subjects at one sitting <u>or</u> an examination of equivalent standard acceptable to the Board; and (iii) reckon at least ten years’ service in a substantive capacity in the grade.
<u>Salary:</u>	The post carries salary in the scale of Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075 a month plus compensation at approved rates.
<u>Duties:</u>	<ol style="list-style-type: none"> 1. The Weighbridge Operator will be responsible to the Officer in Charge of the section, <u>inter alia</u>, to: <ol style="list-style-type: none"> (i) operate the Weighbridge and to weigh incoming and outgoing vehicles/goods; (ii) keep up-to-date records of such movement; and (iii) check weighbridge cards/documents and hand over same to the Officer in Charge on a daily basis. 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 Weighbridge Operator in the roles ascribed to him.

(2) **Forklift Driver**

<u>Qualifications:</u>	<p>By selection from among employees of the Agricultural Marketing Board holding substantive appointment and who -</p> <ul style="list-style-type: none"> (i) possess a valid driving licence for Forklifts; (ii) have a good eyesight; and (iii) are able to read and write English. <p><u>Note</u> Selected candidates will be required to undergo a medical test to assess their eye sight.</p>
<u>Salary:</u>	<p>The post carries salary in the scale of Rs 13,270 x 260 – 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 – 24,750 a month plus compensation at approved rates.</p>
<u>Duties:</u>	<ol style="list-style-type: none"> 1. To be responsible to the officer-in-charge of the section where posted in the performance of his duties which include - <ul style="list-style-type: none"> (i) driving the vehicles of the Agricultural Marketing Board (AMB) proficiently both during the day and night; (ii) transporting and stacking safely loose/palletized items of stores or otherwise, to heights reached by the lift of the vehicle; (iii) effecting minor repairs to the vehicle, both within and outside the premises of the AMB; (iv) carrying out simple maintenance tasks including cleaning of engine and chassis, lubrication of vehicle, topping up of battery and radiator, cleaning of spark plugs and changing of tyres; (v) carrying out duties related to delivery and alighting of controlled products; (vi) stacking wooden and metallic bins, as may be required; (vii) changing battery and remedying simple faults in the ignition and lighting systems and mending punctures with the use of tyre gauge; (viii) promptly reporting any defect to the officer-in-charge; (ix) helping, whenever required, the mechanics when the vehicle under his charge is under repairs; and (x) washing and keeping the vehicle clean at all times. 2. 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 Forklift Driver in the roles ascribed to him. <p><u>Note</u> Forklift Drivers may be required to work outside normal working hours.</p>

(3) Office and Weighbridge Attendant

<u>Qualifications:</u>	By selection from among serving employees on the permanent and pensionable establishment of the Agricultural Marketing Board who hold a Certificate of Primary Education, reckoning at least seven years' service in a substantive capacity.
	<u>Note</u> In the absence of candidates possessing the qualification above (i.e the Certificate of Primary Education), consideration will be given to candidates who show proof of being literate.
<u>Salary:</u>	The post carries salary in the scale of Rs Rs 11,970 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 20,050 a month plus compensation at approved rates.
<u>Duties:</u>	<ol style="list-style-type: none"> 1. To open/close offices and collect/return office keys to Police Station. 2. To clean offices and maintaining tidiness in the workplace. 3. To remove waste from bins. 4. To maintain cleanliness of all items and equipment in mess rooms, kitchens and offices. 5. To operate a telephone switchboard. 6. To answer telephone calls and transmit messages and to attend to bell rings. 7. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files and documents. 8. To operate photocopy machines and other office equipment. 9. To move office tables, chairs and other equipment as and when required. 10. To attend to minor manual works. 11. To prepare and serve refreshments at meetings, including washing of utensils. 12. To prepare and serve tea/coffee/water and other refreshments as and when required. 13. To remove and affix notices on Notice Boards and any designated areas. 14. To change batteries in wall clocks and to clean photo frames and blinds. 15. To receive and direct visitors to appropriate sections. 16. To switch off electric and electronic equipment, including air-conditioners, photocopy machines in all offices. 17. To close windows and doors before leaving office. 18. To effect thorough verification of all incoming and outgoing vehicles passing through the weighbridge. 19. To report any suspicious activity to the Weighbridge Operator. 20. 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 Office and Weighbridge Attendant in the roles ascribed to him.
	<u>Note</u> Office and Weighbridge Attendants may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and officially declared cyclone days.

- 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.

MODE OF APPLICATION

Applications **must** be made **exclusively** on the prescribed Application Form, which may be downloaded from our website www.ambmauritius.mu or collected from the Reception Desk. Application Forms, duly filled together with photocopies of **educational certificates, birth certificate, National Identity Card** 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 the 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 07 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.*