

NOTICE OF VACANCY (*INTERNAL*)

Applications are invited from suitably qualified candidates at the AMB, to fill the post of **Driver/Messenger** as hereunder:-

<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 (manual gear) to drive cars or vans or minibuses or lorries up to 5 tons; (ii) have a good eyesight; (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and (iv) are able to read. <p><u>Note</u></p> <p>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 12,750 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 a month plus compensation at approved rates.</p>
<u>Duties:</u>	<ol style="list-style-type: none"> 1. To drive vehicles proficiently both during the day and night; 2. To carry out simple maintenance tasks; 3. To report promptly any defect to the officer-in-charge of the section where he is posted; 4. To wash and keep clean the vehicle he usually drives at all times; 5. To make precise entries in the Driver's Movement Book and Log Book for the vehicle, whenever applicable; 6. To perform certain messengerial duties such as running errands, dispatch works, attending to post offices, payment of utility bills and others; 7. To collect letters/stationeries and store items from shops/warehouses; 8. To supervise and undertake loading and unloading of goods for delivery at AMB's sales points and to other retailers; 9. To ensure accurate delivery of produce in terms of weight;

10. To ensure the validity of fire extinguishers, road tax, insurance and availability of chalk and 'Agreed Statement of Facts on Motor Vehicle Accidents' forms prior to starting any trip, including availability of valid 'Conditions';
11. To ensure safe custody of all AMB's asset during transportation/transit;
12. 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 Driver/Messenger in the roles ascribed to him.

Note

Drivers/Messengers 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 collected from the Reception Desk. Application Forms, duly filled together with photocopies of **educational certificates, birth certificate, National Identity Card, Driving Licence** 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: **Tuesday 16 February 2021 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.*