

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 **Human Resource Officer/Senior Human Resource Officer** on 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 or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C.** A diploma in Human Resource Management from a recognised institution.

OR

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

- D.** Candidates should –

- (i) reckon at least five years’ experience in the field of human resource management;
- (ii) be computer literate;
- (iii) be tactful and have analytical skills; and
- (iv) possess good interpersonal and communication skills and be able to work effectively in a team.

Salary:

The post carries salary in the scale of Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1225 – 40,800 a month plus compensation at approved rates.

AGRICULTURAL MARKETING BOARD

Duties:

- (1) To be responsible to the Human Resource Management Officer in the performance of the following duties -
 - (i) assisting in the formulation and implementation of human resource strategies, policies and practices in line with applicable legislations, regulations and best practices;
 - (ii) dealing with all matters relating to conditions of service and recruitment and selection of employees, including appointment, promotion, retirement, training, discipline, review of schemes of service, etc;
 - (iii) advising and assisting Management in handling industrial relations matters and to represent the organisation in industrial tribunals and courts;
 - (iv) ensuring that –
 - (a) well-defined disciplinary procedures are established; and
 - (b) conflicts and employees' grievances are promptly attended to at all levels through negotiations and discussions;
 - (v) promoting staff welfare and a healthy and safe working environment;
 - (vi) establishing systems and procedures for an effective performance management system;
 - (vii) ensuring that up-to-date personnel records of all employees including records on absenteeism, sickness and punctuality are kept;
 - (viii) participating in job inspection exercises with a view to keeping staffing requirements under constant review;
 - (ix) effectively using the Human Resource Management System;
 - (x) developing and implementing a training and development strategy and plan for staff and ensuring proper evaluation to assess the effectiveness of training; and
 - (xi) supervising, providing proper guidance to and coaching subordinate staff.
- (2) To act as Secretary to Committees/Boards relating to human resource matters.
- (3) To attend committees and meetings on human resource matters.
- (4) To use ICT in the performance of his duties.
- (5) 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 Human Resource Officer/Senior Human Resource 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 written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities, rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and equivalence documents, as appropriate, by the closing date.
- **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

Qualified candidates are requested to log on **<https://ambmauritius.mu>** to submit their application **electronically** and follow the procedures that can be accessed through the '*How to Apply*' option on same address.

Candidates are also advised to read carefully the '*Notes and Instructions for Online Application*' before filling the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

- Failure to attach the requested documents will entail disqualification.
- Applications received by post or electronic mail or hand delivered or after the closing date, will be discarded.

Closing date: **Tuesday 21 September 2021**.

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.*