

NOTICE OF VACANCY (INTERNAL)

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

- (1) **ICT Technician;**
- (2) **Internal Control Officer;**
- (3) **Driver (Heavy Vehicle);** and
- (4) **Packing Machine Operator.**

(1) ICT Technician

Qualifications:

By selection from among Computer Support Officers in post on 13 October 2021 who possess a Diploma in Information Technology or Computer Science from a recognised institution or an equivalent qualification acceptable to the Board of the Agricultural Marketing Board.

NOTE

In the absence of qualified Computer Support Officers, by selection from among candidates who –

- (i) possess a Diploma in Information Technology or Computer Science from a recognised institution or an equivalent qualification acceptable to the Board of the Agricultural Marketing Board; and
- (ii) reckon at least two years' experience in the relevant field of Information Technology.

Candidates should produce written evidence of experience claimed.

Salary:

The post carries salary in the scale of Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 a month plus compensation at approved rates.

Duties:

1. To assist –
 - (i) the IT Officer in the performance of his duties;
 - (ii) users in performing back up activities and enforce security measures;
 - (iii) in the provision of training for all categories of users and setting up IT logistics for seminars, workshops and any other events;
 - (iv) in the maintenance and update of Agricultural Marketing Board's website and social media accounts; and
 - (v) in the procurement of IT equipment and software as well as in the management and execution of related contracts.

2. To install, configure and upgrade users' operating systems and software, using standard business and administrative packages.
3. To act as a technical resource person in assisting users to resolve problems with equipment and data management.
4. To install and configure software applications on workstations.
5. To troubleshoot problems with computer systems and make repairs and corrections accordingly.
6. To perform network related tasks.
7. To keep proper records/documentations of all interventions carried out at Agricultural Marketing Board.
8. To provide assistance in troubleshooting of IP PBX and telephone sets.
9. To carry out survey/audit of IT related equipment.
10. To prepare reports in connection with ICT issues/findings.
11. To ensure compliance with ICT standards, guidelines and methodologies.
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 ICT Technician in the roles ascribed to him.

Note 1

ICT Technicians may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

Note 2

In case of a force majeure/public emergency, ICT Technicians are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

(2) Internal Control Officer

<u>Qualifications:</u>	<p>By selection from among serving officers on the establishment of the Agricultural Marketing Board who hold a substantive appointment and who –</p> <p>(i) have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) of the ACCA Examinations</p> <p style="text-align: center;"><u>or</u></p> <p>(ii) have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (new syllabus)</p> <p style="text-align: center;"><u>OR</u></p> <p>Equivalent qualifications to (i) and (ii) above acceptable to the Board of the Agricultural Marketing Board.</p> <p><u>NOTE</u></p> <p>In the absence of qualified serving officers on the establishment of the Agricultural Marketing Board, by selection from candidates who –</p> <p>A. (i) have successfully completed all papers of Fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) of the ACCA Examinations</p> <p style="text-align: center;"><u>or</u></p> <p>(ii) have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (new syllabus)</p> <p style="text-align: center;"><u>OR</u></p> <p>Equivalent qualifications to A(i) and A(ii) acceptable to the Board of the Agricultural Marketing Board.</p> <p>B. Candidates should be computer literate.</p> <p>Candidates should produce written evidence of knowledge claimed.</p>
<u>Salary:</u>	<p>The post carries salary in the scale of Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 43,500 a month plus compensation at approved rates.</p>
<u>Duties:</u>	<ol style="list-style-type: none"> 1. To assist and carry out internal audit exercises in finance, stores, transport areas and other operations of the Agricultural Marketing Board in accordance with internal audit programmes and procedures. 2. To ensure that financial accounting and stores regulations are correctly applied and fully complied with. 3. To assist in – <ol style="list-style-type: none"> (i) devising ways and means to improve the system of checking with a view to preventing fraud, duplication of work and exercising better internal control;

- (ii) ensuring that recommendations made on audit findings are implemented;
 - (iii) examining annual statements and perform check and verification, as and when required; and
 - (iv) the preparation of submission papers for the Audit Committee and attend same, as and when required.
4. To examine payments of accounts, cheques and orders, paysheets and payrolls, stores and stationery, revenue derived from all sources.
 5. To check and vouch documents relating to all issues and receipts.
 6. To assist in providing training and guidance to subordinate staff.
 7. To maintain adequate documentations and records of work performed, including daily progress sheets.
 8. To prepare and update working paper files.
 9. To draft queries, memorandum or inspection reports under the supervision of the Head of Section.
 10. To effect regular visits to outstations, including retail outlets and the Cash Office and assist in stock take exercises and perform cash count as and when required.
 11. To follow up on the Fixed Asset Register.
 12. To use ICT in the performance of his duties.
 13. 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 Internal Control Officer in the roles ascribed to him.

Note 1

Internal Control Officers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

Note 2

In case of a force majeure/public emergency, Internal Control Officers are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

(3) Driver (Heavy Vehicle)

Qualifications:

By selection from among employees in the grade of Driver/Messenger on the permanent and pensionable establishment of the Agricultural Marketing Board who hold a substantive appointment in the grade and who –

- (i) possess a valid driving licence (manual gear) to drive cars, vans and lorries up to 8 tons;
- (ii) have a good eyesight; and
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance.

NOTE 1

In the absence of qualified Driver/Messengers at the Agricultural Marketing Board, by selection from among candidates who –

- (i) possess the Certificate of Primary Education or Primary School Achievement Certificate;
- (ii) possess a valid driving licence (manual gear) to drive cars, vans and lorries up to 8 tons;
- (iii) have a good eyesight; and
- (iv) have a basic knowledge of mechanics and simple vehicle maintenance.

NOTE 2

Selected candidates will be required to undergo a medical test to assess their eyesight.

Salary:

The post carries salary in the scale of Rs 17,565 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 29,875 a month plus compensation at approved rates.

Duties:

1. To drive lorries up to eight tons.
2. To drive cars and vans, as and when required.
3. To carry out simple checks/maintenance tasks including –
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (b) checking of engine oil level and topping up, if necessary, and reporting any unusual oil consumption;
 - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (d) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for tyre pressure and uneven/abnormal wear;
 - (e) monitoring mileage run/period vehicle is used, and informing the officer in charge of transport when servicing is due;

- (f) washing and cleaning the vehicle's body and interior;
 - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (h) checking of battery electrolyte level and topping up, as and when necessary; and
 - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
 5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
 6. To perform routine checks/maintenance tasks related to the vehicles and report any defect to the head of section.
 7. To record movements in appropriate log books.
 8. To keep a log book and record issue of fuel, tyres and battery change.
 9. To perform certain messengerial duties such as running errands, despatch works, attending to post offices, payment of utility bills and others, as and when required.
 10. To collect letters/stationeries and store items from shops/warehouses, as and when required.
 11. To ensure safe custody of all AMB's asset during transportation/transit.
 12. To supervise and undertake loading and unloading of goods for delivery at AMB's sales points and to other retailers.
 13. To ensure accurate delivery of products in terms of weight.
 14. To effect sales and handle cash in fairs/retail outlets and make use of cash registers where instructed.
 15. 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 (Heavy Vehicle) in the roles ascribed to him.

Note

Drivers (Heavy Vehicle) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and officially declared cyclone days.

(4) Packing Machine Operator

<u>Qualifications:</u>	By selection from among serving employees who possess the Certificate of Primary Education or Primary School Achievement Certificate and who reckon at least five years' service at the Agricultural Marketing Board.
	<u>NOTE 1</u> In the absence of candidates possessing the Certificate of Primary Education or the Primary School Achievement Certificate, consideration will be given to candidates who show proof of being literate.
	<u>NOTE 2</u> In the absence of qualified serving candidates at the Agricultural Marketing Board, by selection from among candidates who possess the Certificate of Primary Education or the Primary School Achievement Certificate.
<u>Salary:</u>	The post carries salary in the scale of Rs 14,725 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 23,950 a month plus compensation at approved rates.
<u>Duties:</u>	<ol style="list-style-type: none"> 1. To operate the packing machine as per instructions of the head of section or any other senior officer. 2. To switch on and shut down the packing machine properly. 3. To monitor the smooth running of the packing machine. 4. To maintain the packing machine in a clean state at all times. 5. To carry out basic maintenance, including minor troubleshooting for the proper operations of the packing machine. 6. To configure and set the parameters of the packing machine to comply with the packing requirement of different types and sizes of products. 7. To climb up the weighing/segregating compartment of the packing machine and regularly remove residue/waste/dirt obstructing electronic sorting operations. 8. To sort and load nets on the cones of the netting machine. 9. To promptly load netted cones on the packing machine for ongoing packing operations. 10. To promptly change and adjust the length of the nets during packing operations. 11. To remove and change the clips of the packing machine. 12. To assess the efficiency of the blades of the packing machine and change same regularly. 13. To constantly clear dust from the blade and clips areas of the packing machine and the electronic components using an air pressure cleaner.

14. To regularly lubricate certain vital points of the packing machine as per the user manual.
15. To remove stuck nets from the blade area manually, reset and restart the packing operations electronically.
16. To liaise with the head of section and/or any senior officer to ensure having sufficient manpower and logistics at all times to operate the packing machine.
17. To attend to in-depth maintenance and servicing of the packing machine by technical teams as and when required.
18. 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 Packing Machine Operator in the roles ascribed to him.

Note

Packing Machine Operators may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

- Conditions of Service shall be applicable as per the PRB Report 2021.
- 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.

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** and other relevant supporting documents should be addressed to the **General Manager, Agricultural Marketing Board, Leclézió 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: **Monday 19 September 2022 by 16:00 hours at latest.**

AMB reserves the right:

1. *to convene **only** the best qualified candidates for interview; and*
2. *not to make any appointment following this advertisement.*