

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>	<p>By selection from among employees who reckon at least three years of service in a substantive capacity at the Agricultural Marketing Board and who –</p> <ol style="list-style-type: none"> (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate; 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. <p><u>NOTE</u> In the absence of qualified serving employees, by selection from candidates who –</p> <ol style="list-style-type: none"> (i) possess qualifications at (i) and (ii) above; and (ii) reckon at least five years’ experience in the operation of a Weighbridge.
<u>Salary:</u>	Rs 15,485 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 – 31,525 (AMB 10)
<u>Duties:</u>	<ol style="list-style-type: none"> 1. To be responsible to the officer in charge of the Section for the performance of the following duties – <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. <p><u>Note</u> Weighbridge Operators may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and natural calamities.</p>

(2) Forklift Driver

Qualifications:

By selection from among employees on the permanent and pensionable establishment of the Agricultural Marketing Board who –

- (i) possess a valid driving licence for Forklifts;
- (ii) have a good eyesight;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) are able to read and write English.

NOTE 1

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

NOTE 2

In the absence of qualified serving employees, by selection from candidates who –

- (i) possess qualifications at (i) – (iv) above; and
- (ii) reckon at least two years' experience in the operation of a Forklift.

Salary:

Rs 16,005 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 – 29,050 (AMB 7)

Duties:

1. To be responsible to the officer-in-charge of the Section where posted in the performance of his duties which include –
 - (i) driving the vehicles of the Agricultural Marketing Board 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 Agricultural Marketing Board;
 - (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.

Note

Forklift Drivers may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and natural calamities.

(3) Office and Weighbridge Attendant

Qualifications:

By selection from among employees on the permanent and pensionable establishment of the Agricultural Marketing Board who possess the Certificate of Primary Education or the Primary School Achievement Certificate.

NOTE 1

In the absence of employees on the permanent and pensionable establishment possessing the Certificate of Primary Education or the Primary School Achievement Certificate, consideration will be given to employees on the permanent and pensionable establishment who show proof of being literate.

NOTE 2

In the absence of qualified serving employees, by selection from candidates possessing a Certificate of Primary Education or the Primary School Achievement Certificate.

Salary:

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 (AMB 3)

Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To clean offices and maintaining tidiness in the workplace.
4. To remove waste from bins.
5. To maintain cleanliness of all items and equipment in mess rooms, kitchens and offices.
6. To operate a telephone switchboard.
7. To answer telephone calls and transmit messages and to attend to bell rings.
8. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
9. To operate photocopy machines and other office equipment.
10. To move office tables, chairs and other equipment, as and when required.
11. To attend to minor manual works.
12. To prepare and serve tea/coffee/water and other refreshments at meeting, as and when required, including washing of utensils.
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.

Note

Office and Weighbridge Attendants may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and natural calamities.

- 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, 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 18 October 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.*