

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 **Clerk/Word Processing Operator** on permanent and pensionable basis.

Qualifications:

By selection from among candidates who possess –

- A.** (i) 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**
- (ii) 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 or an equivalent qualification acceptable to the Agricultural Marketing Board;

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”.

OR

Equivalent qualifications to **A** and **B** above acceptable to the Agricultural Marketing Board.

- C.** a certificate in Word Processing or Data Processing from a recognised institution.
- D.** a certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognised institution.
- E.** Candidates should:-
- (i) possess good communication skills; and
- (ii) have positive attitude towards work.

Qualification at A should have been obtained prior to qualification at B above.

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Salary:

The post carries salary in the scale of Rs 16,785 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 – 34,825 a month plus compensation at approved rates.

Duties:

- (1) To be responsible to the Head, Registry to perform clerical and word processing duties including, *inter-alia*:
 - (i) the preparation, scrutiny and processing of documents, records and data entry;
 - (ii) registry work;
 - (iii) simple arithmetical work; and
 - (iv) drafting replies to simple correspondence.
- (2) To type and collate letters/documents, including their speedy despatch.
- (3) To perform word processing duties and computer/data processing work.
- (4) To maintain files of correspondence, forms, reports and other materials both in hard and soft copies.
- (5) To receive, sort and process mail and to prepare materials for mailing.
- (6) To photocopy reports and other documents and operate standard office machines, e-mail services and telefax machine.
- (7) To keep records regarding documents, books and magazines of the Agricultural Marketing Board and assisting users by providing relevant information, whenever required.
- (8) To carry out simple research work in connection with official documents.
- (9) To prepare simple document subject to check.
- (10) To replace the Confidential Secretary as and when required.
- (11) To carry out secretarial duties, including attending meetings and drafting minutes of proceedings thereof, as and when required.
- (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 Clerk/Word Processing Operator in the roles ascribed to him.

Note 1

Clerks/Word Processing Operators 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, Clerks/Word Processing Operators 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.

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- 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 (*Higher Education Commission or Mauritius Qualification Authority*), rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.
- **Age Limit:** candidates, unless already serving in the public sector, should not have reached their **45th** 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 31 January 2023**.

AMB reserves the right:

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