

## 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 **Cashier** on permanent and pensionable basis.

#### Qualifications:

- 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;

#### 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.** Candidates should possess at least two years’ experience in accounting / auditing / cash office duties.

- D.** Candidates should be computer literate.

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

#### Salary:

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 – 37,450a month plus compensation at approved rates.

## **AGRICULTURAL MARKETING BOARD**

### **Duties:**

- (1) To be responsible to the Accountant/Senior Accountant and/or Accounting Technician for the performance of the following duties –
  - a) operating standard cash office equipment, including all IT equipment;
  - b) ensuring –
    - (i) timely collection of payments and to issue receipts through the Cash Register/Point of Sales;
    - (ii) that no part payment is accepted without proper authorisation;
    - (iii) safe custody of all sums of money received, including cheques;
    - (iv) that any unpaid invoice by customers is duly reported to the concerned officer; and
    - (v) timely submission of returns as may be required;
  - c) balancing cash register total against payments received on a daily basis by sorting and counting money;
  - d) keeping proper, complete and accurate records of all cash and credit transactions, including performing data entry and updating information in computer systems and to guard against irregularity and fraud;
  - e) reconciling the amount in the till with the cash register regularly; and
  - f) promptly reporting any suspicious activity.
- (2) To proceed to bank to effect banking and keep a handing-over book to record the sum of money handed over in case banking is effected by another officer.
- (3) To ensure that all deposits at the bank have been duly acknowledged by the bank's officer through inspection of the Bank Deposit Book.
- (4) To ensure that returned cheques are immediately reported to the Head of Section and subsequently to lodge complaint at the Police Station as and when instructed.
- (5) To ascertain that arrangements in force with regards to daily banking of cash/cheque receipts, are adhered to.
- (6) To arrange for police assistance in connection with banking transactions.
- (7) To open/close the Cash Office and collect/return keys of the Cash Office from/to the Police Station.
- (8) To assist in any assignment, as and when required, relating to collection of cash/cheque outside the Cash Office, including retail outlets and fairs.
- (9) To provide assistance in the processing of queries related to Cash Office transactions.
- (10) To use ICT in the performance of his duties.
- (11) 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 Cashier in the roles ascribed to him.

### **Note**

Cashiers may be required to work outside normal working hours.

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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 Qualifications 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 **45<sup>th</sup>** 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: **Wednesday 05 July 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.