

# 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 **ICT Technician** on permanent and pensionable basis.

<b><u>Qualifications:</u></b>	By selection from among candidates who –  (i) possess a Diploma in Information Technology or Computer Science from a recognised institution <u>or</u> 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.
<b><u>Salary:</u></b>	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.
<b><u>Duties:</u></b>	<ol style="list-style-type: none"><li>1. To assist –<ol style="list-style-type: none"><li>(i) the IT Officer in the performance of his duties;</li><li>(ii) users in performing back up activities and enforce security measures;</li><li>(iii) in the provision of training for all categories of users and setting up IT logistics for seminars, workshops and any other events;</li><li>(iv) in the maintenance and update of Agricultural Marketing Board's website and social media accounts; and</li><li>(v) in the procurement of IT equipment and software as well as in the management and execution of related contracts.</li></ol></li><li>2. To install, configure and upgrade users' operating systems and software, using standard business and administrative packages.</li><li>3. To act as a technical resource person in assisting users to resolve problems with equipment and data management.</li><li>4. To install and configure software applications on workstations.</li><li>5. To troubleshoot problems with computer systems and make repairs and corrections accordingly.</li><li>6. To perform network related tasks.</li></ol>

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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.

- 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*), rest 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.