

## NOTICE OF VACANCY (INTERNAL)

Applications are invited from suitably qualified candidates at AMB, to fill the post of **Forklift Driver** as below:-

**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:**

The post carries salary in the scale of 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) a month plus compensation at approved rates.

**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;

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- (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.

- 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.

### **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, driving licence, 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, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.
- Failure to submit/attach the requested documents will entail disqualification.
- Application Forms received after the closing date and time will not be accepted.

Closing date: **Tuesday 01 August 2023 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.