

NOTICE OF VACANCY (INTERNAL)

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

Qualifications:

A. By selection from among serving officers on the establishment of the Agricultural Marketing Board who –

- (i) reckon at least four years' service in a substantive capacity in their respective grade; and
- (ii) possess 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 an equivalent qualification acceptable to the Board of the Agricultural Marketing Board.

NOTE

In the absence of qualified serving officers on the establishment of the Agricultural Marketing Board, by selection from candidates who –

- (i) possess 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 an equivalent qualification acceptable to the Board of the Agricultural Marketing Board;
- (ii) reckon at least four years' experience in the field of trade or marketing or any relevant experience related to the field of trade or marketing; and
- (iii) are computer literate.

Candidates should produce written evidence of knowledge/experience claimed.

B. Candidates should possess –

- (i) good supervisory skills; and
- (ii) good interpersonal and communication skills.

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 – 37,450 x 950 – 42,200 x 1,300 – 43,500 a month plus compensation at approved rates.

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Duties:

1. When posted to the Stores Section

To be responsible to the Head Operations Officer and/or Senior Operations Officer, *inter-alia*, for the performance of the following duties –

- a) to open/close the Stores Section and collect keys and deposit same from/to Police Station/Police Post;
- b) to receive, store and deliver products as well as other commodities in conformity with established quality and grade specifications;
- c) to keep records of all movements of products in the stores;
- d) to reconcile stock books and update stock on a daily basis;
- e) to inspect and report on quality of incoming products;
- f) to carry out physical verifications of quality and quantity of stored products and report accordingly;
- g) to attend to queries from customers;
- h) to ensure –
 - (i) a smooth running of the operations of the stores; and
 - (ii) safekeeping of stores and other equipment;
- i) to restrict access to unauthorised persons in the stores;
- j) to supervise and manage a team of employees posted in his section, thereby ensuring a fair and equal distribution of the workload to all employees;
- k) to act as cashier as and when required; and
- l) to prepare statistics for all products.

2. When posted to the Seeds Section

To be responsible to the Seeds Officer for the performance of the following duties –

- a) to open/close the Seeds Section and collect keys and deposit same from/to Police Station/Police Post;
- b) to receive, store and deliver products as well as other commodities in conformity with established quality and grade specifications;
- c) to keep records of all movements of products in the stores;
- d) to reconcile stock books and update stock on a daily basis;
- e) to inspect and report on quality of incoming products;
- f) to carry out –
 - (i) physical verifications of quality and quantity of stored products and report accordingly;
 - (ii) research works, such as market surveys, field works and other related tasks; and
 - (iii) registration of planters and manage Schemes as and when required.
- g) to attend to queries from customers;

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- h) to ensure –
 - (i) smooth running of the operations of the stores; and
 - (ii) ensure safekeeping of stores and other equipment.
- i) to restrict access to unauthorised persons in the stores;
- (j) to supervise and manage a team of employees posted in his section, thereby ensuring a fair and equal distribution of the workload to all employees;
- (k) to act as cashier as and when required; and
- (l) to prepare statistics for all products;

3. **When posted to the Trade and Marketing Section**

To be responsible to the Trade and Marketing Officer for the performance of the following duties –

- a) to reconcile stock books and update stock on a daily basis;
- b) to inspect and report on quality of incoming products;
- c) to attend to queries from customers;
- d) to supervise and manage a team of employees posted in his section, thereby ensuring a fair and equal distribution of the workload to all employees;
- e) to carry out –
 - (i) research works, such as market surveys, field works and other related tasks;
 - (ii) duties such as registration of dealers/producers/millers/agents; and
 - (iii) yearly quota allocation exercise.
- f) to process –
 - (i) bill of entry, clearance of goods and other related activities;
 - (ii) application for clearance import/or export of controlled products;
 - (iii) transport claims after checking Goods Received Notes.
- g) to prepare statistics for all products;
- h) to liaise with custom departments and other related institutions in connection with imports/exports of products;
- i) to organise –
 - (i) distribution of Controlled Products and other goods for resale in collaboration with the Stores Section; and
 - (ii) all retailing activities and other related events.
- j) to attend sub-Committees of the Board, as and when required;

4. To use ICT in the performance of his duties.

5. 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 Operations Officer in the roles ascribed to him.

Note

Operations Officers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays and officially declared cyclones days.

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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.

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, inadequate or inaccurate filling of the Application Form may entail elimination 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 11 July 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.