

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, Blue Economy and Fisheries 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 **Head Operations Officer** on permanent and pensionable basis.

<u>Qualifications</u>	: A. By selection from among Senior Operations Officers who – (i) possess a degree in Agriculture or Commerce or Economics or Management from a recognised institution <u>or</u> an equivalent qualification acceptable to the Board of the Agricultural Marketing Board; and (ii) reckon at least five years' service in a substantive capacity in the grade. <u>or</u> B. By selection from among candidates who – (i) possess a degree in Agriculture or Commerce or Economics or Management from a recognised institution <u>or</u> an equivalent qualification acceptable to the Board of the Agricultural Marketing Board; (ii) reckon at least five years' post-qualification experience in a commercial or food distribution or processing environment; and (iii) are computer literate. Candidates should produce written evidence of experience/knowledge claimed. C. Candidates should possess – (i) good supervisory skills; and (ii) good interpersonal and communication skills.
<u>Salary</u>	: The post carries salary in the scale of Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 -91750 a month plus compensation at approved rates.
<u>Role and Responsibilities:</u>	: To be responsible to the General Manager and/or Assistant General Manager in the administration, planning and control of all the activities in the Stores and ensure that services are delivered in a timely and efficient manner.
<u>Duties:</u>	: 1. To plan and monitor receipt and delivery of controlled products as well as other commodities handled by the Agricultural Marketing Board in conformity with established quality and grade specifications. 2. To organise, arrange and supervise the safe keeping of all products in accordance with prescribed storage regimes or as instructed by the General Manager and/or Assistant General Manager.

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3. To supervise and ensure that proper records of movement of stock are kept and that the necessary inputs are correctly reflected in the Management Information System on a daily basis, and as and when required.
4. To regularly monitor and control all stores at the Head Office and offices in the outstations to ensure compliance with existing rules and regulations and procedures.
5. To ensure weighing and/or counting of products purchased, imported, processed, stored and sold by the Agricultural Marketing Board and to keep records thereof.
6. To monitor, control and supervise the work of all personnel in the Stores.
7. To advise Management on the mode of sales in the stores, on the basis of quality and quantity of products stored and to supervise auction sale.
8. To devise mechanisms for disposal of products considered unfit for consumption and liaise with relevant authorities for necessary clearance.
9. To participate in the fixing of selling prices by the Agricultural Marketing Board.
10. To effect site visits, as and when required, at stores of concerned stakeholders and plantation fields for the procurement of local products, as well as for advising Management on future imports.
11. To coordinate and monitor all incoming and outgoing of products in the stores and maximise efficiency of storage capacity.
12. To follow up on the packing of products for retailing and making efficient use of the packing machine.
13. To ensure safekeeping of all tools, equipment and vehicles within the purview of the stores.
14. To participate in the preparation of annual cost estimate for purchases/sales including capital expenditure for the stores.
15. To direct appropriate resources for cleaning and maintenance thereof at all stores.
16. To provide human resources, as and when required for the maintenance and cleaning of yard.
17. To use ICT in the performance of his duties.
18. 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 Head Operations Officer in the roles ascribed to him.

Note

Head Operations Officers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

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- Conditions of Service shall be applicable as per the PRB Report 2026.
- 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 **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 06 October 2026**.

AMB reserves the right:

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