

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**


- Organisation:** Rodrigues Regional Assembly (Agriculture)
- Post:** Assistant Manager, Agricultural Research and Extension Services
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 (19 075 089)
- Effective Date:** 08 September 2020
- Qualifications:**
- A. By selection from among officers in the grade of Scientific Officer/Senior Scientific Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Scientific Officer/Senior Scientific Officer and the former grades of Scientific Officer (Agronomy) or Scientific Officer (Animal Husbandry).
- B. Candidates should –
- (i) possess good technical knowledge and experience related to Crops and Livestock, Food Science and Agro-Processing;
 - (ii) possess good administrative, leadership and interpersonal skills to operate within multi-disciplinary teams;
 - (iii) possess good analytical skills and be able to prioritise work and meet deadlines;
 - (iv) have a good command of budgeting, finance and procurement and supply duties; and
 - (v) be able to communicate clearly and coherently.

Role and Responsibilities: To be responsible to the Departmental Head through the Manager, Agricultural Research and Extension Services for the administration and management of the Agricultural Sector in Rodrigues and to ensure the proper functioning of its activities.

- Duties:**
1. To assist the Manager, Agricultural Research and Extension Services in the –
- (i) management, planning and implementation of all activities related to the Agricultural Sector in Rodrigues including research work;

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CERTIFIED CORRECT


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D. Gowry (Mrs)
for Secretary for Public Service

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- (ii) identification and evaluation of agricultural projects;
 - (iii) preparation of economic and other technical reports on the Agricultural Sector as well as long term development plans for the Commission;
 - (iv) formulation of agricultural policies; and
 - (v) implementation of new technologies to improve the Agricultural Sector in Rodrigues.
2. To develop appropriate strategies and prepare operational plans in line with the mandate of the Commission.
 3. To monitor and implement policies/projects pertaining to his areas of responsibilities.
 4. To prepare budget estimates and monitor all budgetary allocation for the department.
 5. To provide advice, functional guidance and assistance on all policies and related matters pertaining to the Agricultural Sector.
 6. To provide proper guidance, coaching and training to subordinate staff.
 7. To prepare technical presentations and publications for the relevant scientific communities and stakeholders.
 8. To represent the Rodrigues Regional Assembly in boards and committees.
 9. To ensure proper management of performance of staff in the department.
 10. To keep and update financial, economic and other statistical information pertaining to the Agricultural Sector in the Rodrigues Regional Assembly.
 11. To use ICT in the performance of his duties.
 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 Assistant Manager, Agricultural Research and Extension Services in the roles ascribed to him.



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