

STATE TRADING CORPORATION

SCHEME OF SERVICE

Post : Clearing and Forwarding Officer
Code : STC 18
Salary : **Rs 17050 x 325- 17700 x375- 19575 x 475- 21950 x 625 - 23200 x 775- 32500 x 925- 37125 x1225- 38350**

Qualifications : A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained (i) in five subjects including English Language with at least Grade C in any two subjects and (ii) six subjects including English Language with at least Grade C in any one subject

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

C. A Diploma in Economics or Marketing or Management from a recognized institution.

or

Equivalent qualifications to A, B, and C above acceptable to the Board

D. Candidates should also: -
(a) be computer literate;
(b) have good organising and communication skills;
and
(c) be able to work under pressure.

Qualification at A above should have been obtained prior to qualification at B above.

Duties : 1. To process import permit requirements and seek clearance from the Mauritius Revenue Authority (Customs).

2. To seek phyto-sanitary clearance from Authority concerned.

3. To liaise with the Sales and Supplies Division for organising shipping of goods handled by State Trading Corporation to Rodrigues.

4. To liaise with the Business Development Division on matters pertaining to shipping of goods to exporting countries.
5. To make use of information technology in the performance of the duties.
6. To keep records, as appropriate.
7. 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 Clearing and Forwarding Officers in the roles ascribed to them.

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