

OUTER ISLANDS DEVELOPMENT CORPORATION

SCHEME OF SERVICE

POST : Purchasing & Marketing Assistant

REPORT TO : Purchasing & Marketing Officer/ Senior Purchasing & Marketing Officer

SALARY : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000 (OIC 17)

QUALIFICATION :

- A. A Cambridge School Certificate with credits in at least five subjects including English Language, French, Maths or Principles of Account Obtained at not more than two sittings or Passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education ‘Ordinary Level’ or equivalent to qualification acceptable to the Board.
- B. Experiences in marketing duties.

Candidates should produce written evidence of any experience claimed.

DUTIES :

- 1. To assist the Senior Purchasing and marketing Officer in
 - (i) Check, handling and storing and packing of goods prior to shipment for Agalega
 - (ii) Delivery of stores to the Outer Islands;
 - (iii) Clearing of stores received from the Outer Islands; and
 - (iv) Marketing the produce of the Outer Islands.
- 2. To be prepared to serve on the outer islands on special assignments.
- 3. 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 Purchasing and Marketing Assistant in the roles ascribed to them.