

## SCHEDULE OF DUTIES

**Organisation:** Mauritius Cane Industry Authority

**Post:** Director, Farmers Service Agency

**Role and Responsibilities:** To be responsible to the Chief Executive Officer of the Mauritius Cane Industry Authority for the effective management of the Farmers Service Agency.

- Duties :**
1. To assist the Chief Executive Officer in the formulation and implementation of the policies of the Agency.
  2. To advise the Chief Executive Officer on matters pertaining to the Agency and ensure that the objectives set for the Agency are met within the approved time frame.
  3. To ensure compliance with existing legislations relating to the MCIA.
  4. To organize and/or advise on appropriate training courses for subordinate staff.
  5. To prepare Budget/Estimates for the Agency.
  6. To ensure the implementation of the Performance Management System in the Agency.
  7. To use ICT in the performance of his duties.
  8. 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 Director, Farmers Service Agency, in the roles ascribed to him.