

## **SCHEDULE OF DUTIES**

**Organisation:**

Mauritius Cane Industry Authority

**Post:**

Technical Officer/Senior Technical Officer (Research)

**Duties:**

1. To carry out field/laboratory experiments as directed.
2. To assist in the formulation of research programme and preparation of the annual work programme.
3. To monitor trials growth and its harvest.
4. To ensure collection and analysis of experimental data and interpret results of data.
5. To follow-up and report on progress to Research Manager.
6. To assist in the preparation of the department's budget.
7. To ensure the maintenance of laboratory and field equipment and conduct or assist in the conduct of inventory of the Department.
8. To maintain filing system up-to-date.
9. To provide input for the Annual Report/Progress Report.
10. To prepare and submit reports on conferences/workshops/symposia/seminars/committees attended.
11. To prepare and submit reports on experimentations/research projects.
12. To prepare and submit scientific papers and other publications.
13. To allocate work to junior support staff and supervise their work and assist in the manpower planning for projects.
14. To assist in the application of rules and procedures and ensure that discipline is maintained.
15. To conduct advisory visits to industries and extension and participate in exhibitions.
16. To prepare displays for exhibitions/open days.
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 Technical Officer/Senior Technical Officer (Research) in the roles ascribed to him.