**Schedule of duties**

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| **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. |