

STATE TRADING CORPORATION

SCHEME OF SERVICE

- Post : Clearing and Forwarding Officer
- Code : STC 17
- Salary : **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
- 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 or (ii) in 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 Commerce or 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 organizing 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 :
- (i) To process Import Permit requirements and seek Clearance from the Mauritius Revenue Authority (Customs).
 - (ii) To seek phyto-sanitary Clearance from Authority concerned;

- (iii) To liaise with Sales and Supplies Division to organize shipping of goods handled by STC to Rodrigues Division;
- (iv) To liaise with Business Development Division on matters pertaining to shipping of goods to exporting countries;
- (v) To make use of IT in the performance of the duties.
- (vi) To keep records, as appropriate.
- (vii) 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 Officer in the roles ascribed to him/her.

PRB 2026