

SUGAR INSURANCE FUND BOARD

SCHEME OF SERVICE

Organisation: Sugar Insurance Fund Board

Post: Field Officer/Senior Field Officer

Salary: Rs.16785 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 – 35650 x 900 – 37450 x 950 - 40300 (SIFB 9)

(PRB 2021)

Qualifications:

A. By selection from among candidates who possess –

(i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts 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 either (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 or an equivalent qualification acceptable to the Board.

NOTE

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

(ii) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.

B. Candidates should –

(i) possess communication skills;

(ii) be reliable and trustworthy; and

(iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

A. When posted to the Inspectorate Unit:

1. To be responsible to the Area Manager through the Field/Operations Supervisor in assessing the damage caused to cane plantations under insured risks and differentiating them from those resulting from non-insured risks.
2. To inspect and report on cane plantations as directed by the Field/Operations Supervisor.
3. To carry out investigations into cases of excessive losses, high yields, registered not supplied and supplied not registered.
4. To keep and update the files of planters other than sugar estates in a manual or electronic system.
5. To maintain, update, all office records and plans and to report thereon.
6. To make use of IT for the recording of information/data in respect of the plantation of the insureds and to upload the information on the computer

system.

7. To read meteorological equipment and keep record of rainfall, temperature and insulation.
8. To discuss with insureds, risk exposures and losses and to report thereon.
9. To report to the Field/Operations Supervisor in writing or via electronic media on all matters relating to inspections, surveys and on the assessment of premiums and compensation.
10. To adhere to the Inspection Manual.
11. To use ICT in the performance of his duties
12. 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 Field Officer/Senior Field Officer in the role ascribed to him.

B. When posted to the Special Unit:

1. To be responsible to the Land Surveyor/Senior Land Surveyor for:
 - (i) collecting information from planters/ex-planters, the Judiciary and the public in general, wherever required;
 - (ii) representing the Sugar Insurance Fund Board in courts, as and when required; and
 - (iii) attending to planters' queries in relation to matters pertaining to land conversion, duty free certificate for 4x4 vehicles, and to appear as a witness in Civil Court Cases.
2. To use ICT in the performance of his duties
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 the Field Officer/Senior Field Officer in the roles ascribed to him.

