



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
MAURITIUS**

**02 May 2024**

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No. 30 of 2024**  
**E/75/110/01 V8**

**From: Secretary for Public Service**  
**To: Supervising Officers in Charge of Ministries/Departments**

**Recruitment of Flex Position within the SADC Secretariat – Procurement Officer**

The Southern African Development Community (SADC) Secretariat is inviting applications from appropriately qualified candidates, for the post of Procurement Officer based at the SADC Secretariat in Gaborone, Botswana.

2. The flex position will be for an initial duration of two years. Candidates should be 52 years of age or below by the closing date for submission of application. The job description for the flex position is enclosed.

3. In the event secondment is to be considered, it is understood that your Ministry will cover financial costs as follows:-

- (i) Living Allowance at US\$ 69.85 per day;
- (ii) Accommodation Allowance US\$ 71.83 per day;
- (iii) Transport US\$ 16.61 per day; and
- (iv) Medical Allowance US\$ 1,000 per annum.

4. It is understood that your Ministry will continue to pay the salary and other benefits, as well as provide, inter alia, expenses related to relocation, medical and life cover.

5. You are kindly requested to inform this Ministry of nominations, if any, for the above position and submit by **06 May 2024**, the following documents, **after seeking necessary clearances**:

- (i) Covering letter;
- (ii) Curriculum Vitae; and
- (iii) Certified copies of degree(s), Diploma(s) and Certificate(s) and transcripts.

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6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.



**V. Boodhna**  
**for Secretary for Public Service**

**Copy to: Secretary to Cabinet and Head of the Civil Service**