GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Finance and Economic Development (Central Procurement Board)

Post: Assistant Manager, Central Procurement

Salary: Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 58,075
(01 064 082) [Personal to incumbents in post as at 31.12.15]

Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450
(01 064 081) [Future Holder]

Effective Date: 24 September 2019

Qualifications: A. By promotion, on the basis of experience and merit, of officers in the grade
of Principal Central Procurement Officer who reckon at least six years’
service in a substantive capacity in the cadre.

B. Candidates should also –

(i) have a thorough knowledge of the provisions of the Public
Procurement Act and the Financial Management Kit with regard to
Public Procurement and Contracts;

(ii) be familiar with the Procurement Guidelines of International and
Bilateral Financing Institutions such as the International Bank for
Reconstruction and Development (World Bank), European
Investment Bank, African Development Bank, European Union,
Agence Française de Développement;

(iii) be able to take active participation in meetings and interpret data;

(iv) possess good analytical skills;

(v) possess good supervisory and organising skills;

(vi) possess good interpersonal and communication skills; and

(vii) have qualities of discretion and integrity and possess a high degree
of initiative.

Role and Responsibilities: To ensure that the provisions of the Public Procurement Act, Financial Management
Kit and Procurement Guidelines are complied with regard to major contracts for the
procurement of goods, services and consultancy works.

CERTIFIED CORRECT

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S. Chundunsing (Mrs)
for Secretary for Public Service

24 September 2019
Date........................................
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Duties:

1. To assist the Manager, Central Procurement in the performance of his duties.

2. To ensure that the provisions of the Public Procurement Act, the Financial Management Kit and Procurement Guidelines are complied with in all matters regarding procurement and award of contracts.

3. To examine draft bidding documents and Annual Procurement Plans.

4. To take timely follow-up action on Central Procurement Board decisions.

5. To assist –
   (i) in the management and despatch of business relating to the customisation of Standard Bidding documents for goods, works, consultancy services and other services including the calling, processing and evaluation of bids;
   (ii) the Technical Committee in scrutinizing bid evaluation reports and other relevant documents and in the preparation of Technical Committee Reports on findings reached;
   (iii) in the preparation and publication of periodic reports; and
   (iv) the Bid Opening Committee in the public opening of bids.

6. To supervise the work of Principal Central Procurement Officers and Central Procurement Officer/Senior Central Procurement Officers.

7. To use ICT in the performance of his duties.

8. 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 Assistant Manager, Central Procurement in the roles ascribed to him.

Note

Assistant Managers, Central Procurement may be required to work outside normal working hours.

CERTIFIED CORRECT

S. Chundunising (Mrs)
for Secretary for Public Service

24 September 2019