Ministry: Finance and Economic Development (Central Procurement Board)

Post: Deputy Chief Executive, Central Procurement Board

Salary: Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 (01 075 089)

Effective Date: 1 December 2016

Qualifications:

A. A Master's Degree in Procurement and Supply or Purchasing and Supply or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) reckon at least ten years’ experience in Public Procurement procedures in the public sector;
   (ii) be competent and efficient in the management and despatch of business relating to the preparation of bid documents for goods, works and services, the calling and processing of bids including their evaluation;
   (iii) be able to take active participation in meetings, interpret data and have a high degree of initiative;
   (iv) possess good administrative, managerial and organising skills;
   (v) possess good analytical, interpersonal and communication skills;
   (vi) have exceptional qualities of discretion, tact and integrity; and
   (vii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE

For the first intake, by appointment of the Deputy Secretary, Central Tender Board who has been performing the duties of Deputy Chief Executive at the Central Procurement Board.

Role and Responsibilities: To assist the Chief Executive, Central Procurement Board in the effective and efficient management of the Central Procurement Board in line with its strategic goals and objectives.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
1 December 2016
GOVERNMENT OF MAURITIUS

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

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Duties:

1. To deputise for the Chief Executive, Central Procurement Board in his absence.

2. To assist the Chief Executive, Central Procurement Board in the performance of his duties and to attend meetings of the Central Procurement Board.

3. To ensure that the provisions of the Central Procurement Act and the Financial Management Kit and Procurement Guidelines are complied with as regards procurement and award of contracts.

4. To assist in the proper running of the office and the day-to-day administration of the Board.

5. To guide, supervise and train staff of the Board.

6. To ensure and arrange for the publication of bid documents and bid notices.

7. To ensure –
   (i) timely follow-up action on Board decisions; and
   (ii) the safekeeping of records of the decisions and deliberations of the Central Procurement Board.

8. To assist the Chief Executive, Central Procurement Board in the scrutiny of bid documents, reports and other relevant documents before submission to the Board.

9. To prepare and arrange for the publication of appropriate periodic reports.

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

11. 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 Deputy Chief Executive, Central Procurement Board in the roles ascribed to him.

Note

The Deputy Chief Executive, Central Procurement Board may be required to work outside normal working hours.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
1 December 2016
Date..........................................................