


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

- Ministry:** Finance and Economic Development (Central Procurement Board)
- Post:** Chief Executive, Central Procurement Board
- Salary:** Rs 101,000 (01 000 100)
- Effective Date:** 1 December 2016
- Qualifications:** By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Chief Executive, Central Procurement Board and who –
- (i) possesses strong administrative, managerial and leadership skills;
  - (ii) possesses strong analytical and problem-solving skills and is able to adopt a multi-disciplinary approach to decision-making;
  - (iii) is conversant with modern trends and techniques in procurement and management;
  - (iv) has a high sense of responsibility and maturity;
  - (v) has exceptional qualities of discretion, tact and integrity; and
  - (vi) possesses strong communication and interpersonal skills.
- Role and Responsibilities:** To be responsible for the effective and efficient management of the Central Procurement Board in line with its strategic goals and objectives.
- Duties:**
1. To be responsible for the execution of the policy of the Central Procurement Board and for the control and management of the day-to-day business of the Board.
  2. To attend every meeting of the Board and take part in its deliberations.
  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.

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.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
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4. To be responsible for –
  - (i) the preparation, issue and publication of bid documents and bid notices;
  - (ii) the scrutiny of bid documents, reports and other relevant documents submitted by public bodies and to ensure that these are circulated promptly to the Board for proper decision;
  - (iii) timely follow-up action on all decisions of the Board;
  - (iv) the management and development of the staff of the Board; and
  - (v) the safekeeping of records of the decisions and deliberations of the Central Procurement Board.
5. To be the liaison officer between the Board, public bodies as well as bidders, both locally and abroad, on all matters relating to bid procedures and contracts, and to advise them accordingly.
6. To use ICT in the performance of his duties.
7. 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 Chief Executive, Central Procurement Board in the roles ascribed to him.

**Note**

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



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