

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance, Economic Planning and Development (Central Procurement Board)
- Post:** Deputy Chief Executive, Central Procurement Board
- Salary:** Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 –
75,800 x 2,150 – 77,950 (01 080 096)
- Effective Date:** 27 September 2022
- Qualifications:** A. By selection from among serving officers not below the grade of Assistant Manager, Central Procurement who –
- (i) possess a Master's Degree in Procurement and Supply Management or Purchasing and Supply Management or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) reckon at least ten years' experience in Public Procurement procedures in the public sector.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a Master's Degree in Procurement and Supply Management or Purchasing and Supply Management or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) reckon at least ten years' experience in Public Procurement procedures in the public sector; and
 - (iii) are computer literate.
- Candidates should produce written evidence of experience/knowledge claimed.
- B. Candidates should –
- (i) 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;

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

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- (ii) be able to participate actively in meetings, interpret data and have a high degree of initiative;
- (iii) possess good analytical skills;
- (iv) possess good administrative, managerial and organising skills;
- (v) possess good interpersonal and communication skills; and
- (vi) have exceptional qualities of discretion, tact and integrity.

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.

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 Public 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 that bid documents and notices are published on time.
7. To ensure timely follow-up action on Board decisions.
8. To be responsible for the safekeeping of records of the decisions and deliberations of the Central Procurement Board.
9. To assist the Chief Executive, Central Procurement Board in the scrutiny of bid documents, reports and other relevant documents before submission to the Board.
10. To prepare and arrange for the publication of appropriate periodic reports.

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

Note

1. The Deputy Chief Executive, Central Procurement Board may be required to work outside normal working hours.
2. In case of a force majeure/public emergency, the Deputy Chief Executive, Central Procurement Board is required to be available to provide his services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

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