

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development
- Post:** Assistant Procurement and Supply Officer
- Salary:** Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 (21 038 063)
- Effective Date:** 15 June 2018
- Qualifications:** By selection from among officers in the grade of Management Support Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer and who –
- (i) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply in the Public Service;
 - (ii) possess effective interpersonal and communication skills; and
 - (iii) possess effective analytical and problem-solving skills.

NOTE 1

Candidates will be required to sit for a written competitive examination conducted by the Public Service Commission designed to assess –

- (a) their knowledge of Procurement and Supply Management including basic principles in procurement and supply, warehouse and stock control operations and any other relevant financial and procurement and supply laws/regulations and their ability to apply them; and
- (b) their potential and aptitude for procurement and supply, warehouse and stock control operations.

NOTE 2

Assistant Procurement and Supply Officers will be required to follow appropriate courses/undergo training, as approved and arranged by the Ministry, to make them conversant with relevant computer packages.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

15 June 2018

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Duties:

1. To perform procurement and supply, warehouse and stock control operations and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate.
2. To assist in any assignment related to procurement and supply, warehouse and stock control operations.
3. To operate e-procurement and inventory management systems.
4. To assist the officer of the Procurement and Supply Cadre in charge of the day-to-day conduct of procurement and supply, warehouse and stock control operations.
5. To use ICT in the performance of his duties.
6. 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 Procurement and Supply Officer in the roles ascribed to him.

Note

1. Assistant Procurement and Supply Officers may be required to take charge of small units in certain Ministries/Departments and in such cases, they will be responsible for the proper running of the unit and for the day-to-day conduct of procurement and supply, warehouse and stock control operations.
2. Assistant Procurement and Supply Officers may be required to serve on a tour of service in Rodrigues.



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