

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

- Ministry:** Finance and Economic Development
- Post:** Principal Procurement and Supply Officer
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 51,575 (21 058 078) (Personal)
Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (21 058 074) (Future Holder)
- Effective Date:** 17 May 2018
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer who possess –
- (i) (a) a Diploma in Purchasing and Supply Management or Procurement and Supply Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and reckon at least two years' service in a substantive capacity in the cadre
or
 - (b) a Certificate in Purchasing and Supply Management from a recognised institution obtained before 30 June 2008 or an equivalent qualification acceptable to the Public Service Commission and reckon at least seven years' service in a substantive capacity in the cadre.
- (ii) good interpersonal and communication skills; and
- (iii) good organising skills.

NOTE 1

Principal Procurement and Supply Officers will be required to follow successfully an approved course leading to a degree in Procurement and Supply Management from a recognised institution to be eligible for consideration for promotion as Assistant Manager (Procurement and Supply).

NOTE 2

Principal Procurement and Supply Officers will be required to follow appropriate courses, as approved and arranged by the Ministry, to make them conversant with relevant computer packages and e-procurement systems.

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CERTIFIED CORRECT

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Duties:

1. To be responsible to the Director (Procurement and Supply) and the Financial Secretary for the technical aspects of their duties, namely –
 - (i) to assist and advise the Accounting Officer on matters relating to procurement and supply management;
 - (ii) to flag non-compliance and misinterpretation of existing rules and regulations to the Accounting Officer and the Director (Procurement and Supply);
 - (iii) to perform procurement, warehousing 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;
 - (iv) to carry out and/or to assist the Accounting Officer in, the appraisal and review of organisational set up, systems and procedures related to procurement and supply and warehouse operations in Ministries/ Departments and make necessary recommendations;
 - (v) to assist in formulating proposals to review procurement procedures for consideration by the Procurement Policy Office;
 - (vi) 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, as and when required;
 - (vii) to provide guidance and on-the-job training to subordinate staff in all aspects of their work; and
 - (viii) to assist in the processing of audit queries related to procurement and supply issues.
2. To manage and operate e-procurement and inventory management systems.
3. To be in charge of warehouse operations or to assist in the organisation, supervision and management of Procurement and Supply units in Ministries/ Departments.

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4. To use ICT in the performance of his duties.
5. 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 Principal Procurement and Supply Officer in the roles ascribed to him.

Note

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



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