

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development

Post: Procurement and Supply Officer/Senior Procurement and Supply Officer

Salary: Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 (21 050 071)

Effective Date: 1 August 2016

Qualifications: A. By promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer who reckon at least two years' service in a substantive capacity in the grade.

OR

B. By selection from among officers in the grade of Office Management Assistant 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 Office Management Assistant and the former grades of Senior Officer and/or Executive Officer.

C. Candidates should –

- (i) have a good knowledge of policies, rules and regulations relating to procurement and supply in the Public Service;
- (ii) possess good communication and interpersonal skills; and
- (iii) possess good analytical and problem-solving skills.

NOTE 1

Candidates under B above will be required to take part in 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, Supply and Warehouse Operations, the provisions of the Public Procurement Act 2006 and the Financial Management Kit as well as their ability to apply them; and
- (b) their potential and aptitude for Procurement, Supply and Warehouse Operations.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

1 August 2016

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NOTE 2

Procurement and Supply Officer/Senior Procurement and Supply Officers will be required to follow successfully an approved course leading to a diploma in Procurement and Supply Management from a recognised institution to be eligible for consideration for promotion as Principal Procurement and Supply Officer.

NOTE 3

Procurement and Supply Officer/Senior Procurement and Supply Officers may be required to follow appropriate courses to make them conversant with relevant computer packages.

Duties:

1. To be responsible to the Director (Procurement and Supply) and the Financial Secretary for the technical aspects of their duties.
2. To advise the Accounting Officer on matters relating to procurement and supply management.
3. To flag non-compliance and misinterpretation of existing rules and regulations to the Accounting Officer and the Director (Procurement and Supply).
4. To be in charge of or to assist in the organisation, supervision and management of Procurement and Supply units in Ministries/Departments.
5. 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.
6. To carry out and/or to assist the Accounting Officer in the appraisal and review of organisational setup, systems and procedures related to procurement and supply and warehouse operations in Ministries/Departments and make necessary recommendations.

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7. To assist in formulating proposals to review procurement procedures for consideration by the Director (Procurement and Supply).
8. 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.
9. To use ICT in the performance of his duties.
10. 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 Procurement and Supply Officer/Senior Procurement and Supply Officer in the roles ascribed to him.

Note

1. Procurement and Supply Officer/Senior Procurement and Supply Officers may be required to take charge of the Procurement and Supply section in certain Ministries/Departments and, in such cases, they will be responsible for the smooth functioning of the section.
2. Procurement and Supply Officer/Senior Procurement and Supply Officers may be required to serve on a tour of service in Rodrigues.



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