

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Higher Purchasing and Supply Officer
- Salary:** Rs 13,000 x 400 – 15,000 x 500 – 17,000 x 600 – 17,600 (21 40 50)
- Effective Date:** 19 October 2006
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Purchasing and Supply Officer who reckon at least two years' service in a substantive capacity in the grade and who possess a Certificate in Purchasing and Supply Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- Duties:**
1. To organise and manage purchasing and supply activities or assist in such activities in Commissions/Divisions.
 2. To perform purchasing, storekeeping and stock control duties in accordance with the provisions laid down in the Financial Management Manual.
 3. To assist in the appraisal and review exercises related to purchasing, supply and warehouse operations.
 4. To make use of Information Technology in the performance of his duties, whenever required.
 5. To perform such cognate duties as may be assigned.

NOTE

Higher Purchasing and Supply Officers may be required to -

- (i) follow appropriate courses to make them conversant with relevant computer packages; and
- (ii) take charge of the Purchasing and Supply Section in certain Commissions/Divisions and in such cases they will be responsible for the smooth functioning of the Section.



CERTIFIED CORRECT

R Ruel

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

19 OCT 2006

Date.....