

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

- Ministry:** Finance and Economic Development (Independent Review Panel)
- Post:** Secretary, Independent Review Panel
- Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (01 054 081)
- Effective Date:** 16 March 2018
- Qualifications:**
- A. A degree in Management or Business Administration or Public Administration or Procurement and Supply Management or Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least three years' post-qualification experience in administrative duties;
 - (ii) be conversant with the Public Procurement Act and with international norms and best practices in public procurement;
 - (iii) possess good communication skills and be able to meet tight deadlines;
 - (iv) keep abreast with modern trends and techniques in management; and
 - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible for all administrative matters and office operations of the Independent Review Panel and such other responsibilities conferred upon him under the Public Procurement Act.

- Duties:**
1. To act as the Secretary of the Independent Review Panel.
 2. To register all applications for review of procurement proceedings which are filed and scrutinise all applications to ensure that they are in order.
 3. To liaise with the public bodies in relation to all cases of review filed with the Independent Review Panel.

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for Secretary for Public Service

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4. To issue convocation letters to applicants, public bodies, the Central Procurement Board and the successful bidders.
5. To take minutes of proceedings and mark documents that are produced during the course of a hearing.
6. To communicate the decision of the Independent Review Panel to all parties concerned.
7. To be responsible for the safe keeping of records.
8. To receive deposits made for filing of applications and submit same to the Finance Section of the Ministry of Finance and Economic Development.
9. To initiate action for the refund of amount deposited by applicants.
10. To issue letter of suspension of proceedings in line with section 45(4) of the Public Procurement Act 2006, as subsequently amended.
11. To prepare quarterly returns for submission to the Procurement Policy Office.
12. To liaise with the State Law Office and affirm affidavits for the Independent Review Panel.
13. To use ICT in the performance of his duties.
14. 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 Secretary, Independent Review Panel in the roles ascribed to him.

Note

The Secretary, Independent Review Panel may be required to work outside normal working hours, including Saturdays and Sundays.



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