

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

- Ministry:** Finance, Economic Planning and Development (Central Procurement Board)
- Post:** Assistant Manager, Central Procurement
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525– 49,950 x 1,625 – 56,450 (01 064 081)
- Effective Date:** 02 October 2020
- Qualifications:**
- A. By promotion, on the basis of experience and merit, of officers in the grade of Principal Central Procurement Officer who reckon at least six years' service in a substantive capacity in the cadre and who –
- (i) possess a degree in Public Sector Financial Management with specialisation in Public Finance or Procurement and Supply Management or Accounting and Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
- or
- (ii) have a pass at the final examination required for admission to membership of a recognised professional accounting body.
- B. Candidates should also –
- (i) have a thorough knowledge of the provisions of the Public Procurement Act and the Financial Management Kit with regard to Public Procurement and Contracts;
- (ii) be familiar with the Procurement Guidelines of International and Bilateral Financing Institutions such as the International Bank for Reconstruction and Development (World Bank), European Investment Bank, African Development Bank, European Union, Agence Française de Développement;
- (iii) be able to participate actively in meetings and interpret data;
- (iv) possess good analytical skills;

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S. Chundusing
S. Chundusing (Mrs)
for Secretary for Public Service

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- (v) possess good supervisory and organising skills;
- (vi) possess strong interpersonal and communication skills; and
- (vii) have qualities of discretion and integrity and possess a high degree of initiative.

Role and Responsibilities:

To ensure that the provisions of the Public Procurement Act, Financial Management Kit and Procurement Guidelines are complied with regard to major contracts for the procurement of goods, services and consultancy works.

Duties:

1. To assist the Manager, Central Procurement in the performance of his duties.
2. To ensure that the provisions of the Public Procurement Act, the Financial Management Kit and Procurement Guidelines are complied with in all matters regarding procurement and award of contracts.
3. To examine draft bidding documents and Annual Procurement Plans.
4. To oversee the keeping of records and/or statistics regarding bidding documents processed and approved by the Board.
5. To take timely follow-up action on Central Procurement Board decisions.
6. To assist –
 - (i) in the management and despatch of business relating to the customisation of Standard Bidding documents for goods, works, consultancy services and other services including the calling, processing and evaluation of bids;
 - (ii) the Technical Committee in scrutinizing bid evaluation reports and other relevant documents and in the preparation of Technical Committee Reports on findings reached;
 - (iii) in the preparation and publication of periodic reports; and
 - (iv) the Bid Opening Committee in the public opening of bids.

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7. To supervise the work of Principal Central Procurement Officers and Central Procurement Officer/Senior Central Procurement Officers.
8. To use ICT in the performance of his duties.
9. 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 Manager, Central Procurement in the roles ascribed to him.

Note

Assistant Managers, Central Procurement may be required to work outside normal working hours.



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