

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development (Central Procurement Board)

Post: Manager, Central Procurement

Salary: Rs 39,575 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (01 070 085)

Effective Date: 8 July 2016

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Assistant Manager, Central Procurement who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) are fully conversant with the Public Procurement Act, Financial Management Kit and internal Procurement Guidelines;
- (ii) possess good managerial and supervisory skills;
- (iii) possess strong organising and analytical skills;
- (iv) have excellent communication and interpersonal skills; and
- (v) have high qualities of discretion and integrity.

Role and Responsibilities: 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, and the need to obtain value for money in terms of price, quality and delivery.

- Duties:**
1. To assist the administrative head of the Central Procurement Board and any other senior officer designated by him in the performance of his duties and in the scrutiny of bid documents, reports and other relevant documents before submission to the Board.
 2. To coach, guide, supervise and train staff of the Central Procurement Board on procurement matters.
 3. To supervise the work of the Technical Committee.
 4. To arrange for the publication of bid documents and bid notices.

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[Signature]

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

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5. To ensure –
 - (i) that bidding documents are in line with the provisions of the Public Procurement Act, Regulations and subsequent directives issued by the Procurement Policy Office;
 - (ii) timely circulation of Minutes of Proceedings for Bid Opening to the Central Procurement Board;
 - (iii) prompt follow-up action on Central Procurement Board decisions; and
 - (iv) that materials for reply to challenges and debriefing to unsuccessful bidders are submitted to Public Bodies on time.
6. To prepare and arrange for the publication of appropriate periodic reports.
7. To attend public opening of bids and ensure their safe custody.
8. To submit to the Finance Section relevant authority to effect payments to evaluators following approval of the Central Procurement Board.
9. To ensure that payments of evaluators are made as per standing instructions of the Central Procurement Board.
10. To use ICT in the performance of his duties.
11. 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 Manager, Central Procurement in the roles ascribed to him.

Note

The Manager, Central Procurement may be required to work outside normal working hours.



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