

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

- Ministry:** Finance and Economic Development (Central Procurement Board)
- Post:** Secretary of the Board
- 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:** 1 December 2016
- Qualifications:**
- A. A degree in Management or Business Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - B. Candidates should –
    - (i) reckon at least three years' experience in administrative duties;
    - (ii) be well versed with the Public Procurement system in Mauritius, and also with international norms and best practices in Public Procurement;
    - (iii) possess good interpersonal and communication skills and have the ability to work under pressure;
    - (iv) be conversant with modern trends and techniques in management; and
    - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
- 1. To act as Secretary of the Central Procurement Board and keep a record of the Board's meetings and attend other committees/meetings, as may be required.
  - 2. To prepare agenda, minutes and status reports/position papers.
  - 3. To issue convocations for meetings of the Board and ensure timely circulation of Board Papers.
  - 4. To service committees of the Board, as and when required.

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**CERTIFIED CORRECT**

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

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5. To monitor implementation of the decisions of the Board.
6. To assist –
  - (i) the Chief Executive, Central Procurement Board and Deputy Chief Executive, Central Procurement Board in the execution of the Board's decisions;
  - (ii) in the formulation and maintenance of proper administrative procedures and processes throughout the organisation; and
  - (iii) in the preparation of the Board's Annual Report.
7. To ensure the safekeeping of records of the decisions and deliberations of the Central Procurement Board.
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 Secretary of the Board in the roles ascribed to him.

**Note**

The Secretary of the Board may be required to work outside normal working hours.



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