

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

- Ministry:** Finance and Economic Development
- Post:** Assistant Manager (Procurement and Supply)
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 58,075
(21 064 082)
Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450
(21 064 081) (Future Holder)
- Effective Date:** 22 December 2017
- Qualifications:**
- A. By promotion, on the basis of experience and merit, of an officer in the grade of Principal Procurement and Supply Officer (Personal to officers in post as at 31 December 2015) and who reckon at least three years' service in a substantive capacity in the grade.
- OR
- B. By promotion, on the basis of experience and merit, of officers in the grade of Principal Procurement and Supply Officer who –
- (i) possess a degree in Procurement and Supply Management or Purchasing and Supply Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grades of Procurement and Supply Officer/Senior Procurement and Supply Officer and Principal Procurement and Supply Officer.
- C. Candidates should –
- (i) possess good supervisory and organising skills;
- (ii) have a sound knowledge of procurement and supply policies and practices;
- (iii) possess good communication skills and have the ability to interact with officers at all levels; and
- (iv) possess effective leadership skills.

NOTE

Assistant Managers (Procurement and Supply) will be required to follow appropriate courses, as approved and arranged by the Ministry, to make them conversant with relevant computer packages and e-procurement systems.

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CERTIFIED CORRECT



.....
for Secretary for Public Service

22 December 2017

Date.....



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**Role and
Responsibilities:**

To ensure full compliance of procurement activities in accordance with the Financial Management Kit and regulations made under the Public Procurement Act and manage the entire process in the planning of Procurement and Supply chain activities.

Duties:

1. To be responsible to the Director (Procurement and Supply) and the Financial Secretary for the technical aspects of their duties.
2. To advise the Accounting Officer on matters relating to procurement and supply management.
3. To flag non-compliance and misinterpretation of existing rules and regulations to the Accounting Officer and the Director (Procurement and Supply).
4. To carry out procurement and supervise supply and warehouse operations with due regard to economy, efficiency and effectiveness and in compliance with the relevant provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act and other regulations in force, as appropriate.
5. To carry out, and/or to assist the Accounting Officer in, the appraisal and review of organisational setup, systems and procedures related to procurement and supply and warehouse operations in Ministries/ Departments and make necessary recommendations.
6. To assist in formulating proposals to review procurement procedures for consideration by the Procurement Policy Office.
7. To assist the Manager (Procurement and Supply) in the day-to-day conduct of procurement, supply and warehouses and stock control operations, as and when required.
8. To be responsible for stock control operations.
9. To manage and operate e-procurement and inventory management systems.
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 Assistant Manager (Procurement and Supply) in the roles ascribed to him.

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Note

1. Assistant Managers (Procurement and Supply) may be required to take charge of the Procurement and Supply Unit/Division in certain Ministries/ Departments and in such cases, they will be responsible for the proper running of the sections and for the day-to-day conduct of procurement, supply and warehouse operations.
2. Assistant Managers (Procurement and Supply) may be required to serve on a tour of service in Rodrigues.



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