

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

- Ministry:** Finance and Economic Development
- Post:** Deputy Director (Procurement and Supply)
- Salary:** Rs 37,500 x 1,250 – 50,000 ( 21 65 75)
- Effective Date:** 21 March 2011
- Qualifications:** By selection from among officers in the grade of Manager (Procurement and Supply) who reckon at least three years' service in a substantive capacity in the grade and who -
- (a) have a high sense of discretion and judgement;
  - (b) have in-depth knowledge of procurement and supply polices and related legislations;
  - (c) possess initiative and leadership qualities; and
  - (d) possess training potentials.
- Role and Responsibilities:** To assist in ensuring that the procurement and supply process of Goods, Works, Consultancy Services and other services are carried out in compliance with the provisions laid down in the Financial Management Kit, the Public Procurement Act and other regulations in force and that procurement and supply reforms are implemented in an effective and efficient manner.
- Duties:**
1. To be responsible to the Director (Procurement and Supply) and the Financial Secretary for the technical aspects of their higher duties.
  2. To monitor the performance of officers in the Procurement and Supply Cadre in charge of Departments.
  3. To advise on appropriate course of action in cases of irregularities, losses, thefts of goods and other unsatisfactory features.
  4. To visit warehouses and ensure compliance with procedures and regulations.

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*[Signature]*  
 .....  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms  
 21 MAR 2011  
 Date.....

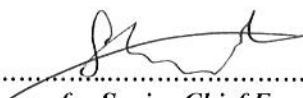
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5. To assist the Director (Procurement and Supply) in –
  - (i) the review and update of procurement systems, procedures and structure in line with modern concepts of Procurement and Supply Management and to identify better systems of inventory control;
  - (ii) organising training for officers of the Procurement and Supply Cadre; and
  - (iii) appointment of Boards of Survey on goods and to ensure follow-up action on recommendations made.
6. To use ICT in the performance of his duties.
7. 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 Deputy Director (Procurement and Supply) in the roles ascribed to him.



**CERTIFIED CORRECT**

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

Date..... 21 MAR 2011 .....