

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development

Post: Director (Procurement and Supply)

Salary: Rs 50,000 x 1,500 – 56,000 x 2,000 – 60,000 (21 75 81)

Effective Date: 21 March 2011

Qualifications: By promotion, on the basis of experience and merit, of an officer holding a substantive appointment in the grade of Deputy Director (Procurement and Supply) who -

- (i) has demonstrated effective leadership skills;
- (ii) is versatile and adaptable to different work situations and conditions;
- (iii) possesses good analytical skills and is able to adopt multi-disciplinary approach to problem solving;
- (iv) is familiar with modern trends and techniques in management; and
- (v) has a high sense of responsibility and maturity.

Role and Responsibilities: To be responsible 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 Financial Secretary for the management of the Procurement and Supply Cadre.
 2. To advise and guide the Financial Secretary on procurement and supply management and to make recommendations to improve procurement and supply operations in Departments and at the Rodrigues Regional Assembly.
 3. To advise and collaborate with the Procurement Policy Office in the review of procurement policies, legislation and procedures and in the improvement of the public procurement system.
 4. To review procurement and supply regulations and procedures and propose necessary amendments thereon.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 21 MAR 2011

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

5. To assess the staffing requirements of Ministries/Departments in respect of officers in the Cadre and take appropriate action in the posting and transfer of staff, creation of new and additional posts, promotion and disciplinary matters.
6. To ensure that officers of the Cadre comply with the Public Procurement Act and regulations in force and the relevant provision in the Financial Management Kit and in the implementation of policies and reforms.
7. To conduct regular meetings with staff of the Cadre and visits to Departments and ensure compliance with regulations in force.
8. To design, organise and arrange training for officers of the Procurement and Supply Cadre with the collaboration of the Procurement Policy Office, where necessary and/or as and when required.
9. To deal with cases of irregularities in the application of instructions in the relevant provisions contained in the Financial Management Kit.
10. To appoint Boards of Survey for disposal of obsolete and/or unserviceable items upon requests from Ministries/Departments.
11. To examine cases of write-off of losses resulting from thefts or shortages reported by Accounting Officers and formulate appropriate recommendations to the Financial Secretary.
12. To advise and guide Accounting Officers on matters related to procurement and supply where necessary and on remedial action to be taken on weaknesses/shortcomings reported by the Director of Audit/Director, Internal Control to avoid recurrence.
13. To assist in the implementation of the Performance Management System in the Procurement and Supply Division.
14. To use ICT in the performance of his duties.
15. 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 Director (Procurement and Supply) in the roles ascribed to him.



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

Date.....2.1.MAR.2011.....