

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

Ministry: Finance and Economic Development

Post: Manager (Procurement and Supply)

Salary: Rs 31,250 x 1,250 – 45,000 (21 60 71)

Effective Date: 21 March 2011

Qualifications: By promotion, on the basis of experience and merit, of officers who reckon at least three years' service in a substantive capacity in the grade of Assistant Manager (Procurement and Supply) who have undergone advanced training in Purchasing and Supply Management as approved by the Ministry of Finance and Economic Development and who –

- (i) have a sound knowledge of procurement and supply policies and practices;
- (ii) have the ability to lead and motivate staff;
- (iii) have the ability to handle complex procurement and supply matters;
- (iv) possess good organising and administrative skills;
- (v) have training potentials; and
- (vi) have the ability to interact with officers at all levels.

Note

Managers (Procurement and Supply) may be required to follow appropriate courses to make them conversant with relevant computer packages.

Role and Responsibilities: To ensure that procurement and supply operations are carried out with due regard to economy and value for money in accordance 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.

- Duties:**
- 1. To be responsible to the Director (Procurement and Supply) and the Financial Secretary for the technical aspects of their duties.
 - 2. To organise, supervise and manage procurement and supply operations in Ministries/Departments.

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Administrative Reforms

Date..... 21 MAR 2011

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-


3. To advise the Accounting Officer on matters related to procurement and supply management 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.
4. To flag non-compliance and misinterpretation of existing rules and regulations to the Accounting Officer and the Director (Procurement and Supply).
5. To keep under constant review the organisational set-up, systems and procedures and advise on necessary amendments to be brought to the relevant provisions in the Financial Management Kit to improve delivery of services.
6. To organise and provide training to supporting staff and other public officers in procurement, supply and stock control duties.
7. To establish proper systems of control and ensure that adequate security and proper records are maintained.
8. To carry out and/or to assist the Accounting Officer in the appraisal and review of organisational set-up, systems and procedures related to supply operations in Ministries/Departments and make necessary recommendations.
9. To assist in formulating proposals related to procurement procedures for consideration by the Procurement Policy Office.
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 Managers (Procurement and Supply) in the roles ascribed to them.

Note

Managers (Procurement and Supply) may be required to serve a tour of service in Rodrigues.



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