Applications are invited from qualified candidates who wish to be considered for appointment as Secretary, Independent Review Panel in the Ministry of Finance and Economic Development (Independent Review Panel).

II. **AGE LIMIT**

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

**A.** Candidates should possess a degree in Management or Business Administration or Public Administration or Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

**B.** Candidates should –

(i) reckon at least three years’ post-qualification experience at administrative/managerial level in the public sector;

(ii) be well versed with procurement rules in the Public Service and with international norms and best practices in public procurement;

(iii) possess good communication skills and the ability to work under pressure;

(iv) keep abreast with modern trends and techniques in management; and

(v) be computer literate.
NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES

To be responsible for all administrative matters and office operations of the Independent Review Panel and such other responsibilities conferred upon him under the Public Procurement Act.

V. DUTIES AND SALARY

1. To act as the Secretary of the Independent Review Panel.

2. To register all applications for review of procurement proceedings which are filed and scrutinise all applications to ensure that they are in order.

3. To liaise with the public bodies in relation to all cases of review filed with the Independent Review Panel.

4. To issue convocation letters to applicants, public bodies, the Central Procurement Board and the successful bidders.

5. To take notes of proceedings and mark documents that are produced during the course of a hearing.

6. To communicate the decision of the Independent Review Panel to all parties concerned.

7. To be responsible for the safe keeping of records.

8. To receive deposits made for filing of applications and submit same to the Finance Section of the Ministry of Finance and Economic Development.

9. To initiate action for the refund of amount deposited by applicants.
10. To issue letter of suspension of proceedings in line with section 45(4) of the Public Procurement Act 2006, as subsequently amended.

11. To prepare quarterly returns for submission to the Procurement Policy Office.

12. To liaise with the State Law Office and affirm affidavits for the Independent Review Panel.

13. To use ICT in the performance of his duties.

14. 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, Independent Review Panel in the roles ascribed to him.

**Note**

The Secretary, Independent Review Panel may be required to work outside normal working hours, including Saturdays and Sundays.

The permanent and pensionable post carries salary in scale 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 a month.

**VI. MODE OF APPLICATION**

1. Qualified candidates should submit their application on [PSC Form 7](http://psc.govmu.org) which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)
5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Monday 20 February 2017.

Date: 31 January 2017