Applications are invited from qualified candidates who wish to be considered for appointment as Deputy Chief Executive, Central Procurement Board in the Ministry of Finance and Economic Development.

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 Master’s Degree in Procurement and Supply or Purchasing and Supply or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

   (i) reckon at least ten years’ experience in Public Procurement procedures in the public sector;

   (ii) be competent and efficient in the management and despatch of business relating to the preparation of bid documents for goods, works and services, the calling and processing of bids including their evaluation;

   (iii) be able to take active participation in meetings, interpret data and have a high degree of initiative;

   (iv) possess good administrative, managerial and organising skills;

   (v) possess good analytical, interpersonal and communication skills;

   (vi) have exceptional qualities of discretion, tact and integrity; and

   (vii) be computer literate.
NOTE

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

2. The onus for the submission of the written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualification Authority) rests on the candidates. Application will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

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

IV. ROLES AND RESPONSIBILITIES

To assist the Chief Executive, Central Procurement Board in the effective and efficient management of the Central Procurement Board in line with its strategic goals and objectives.

V. DUTIES AND SALARY

1. To deputise for the Chief Executive, Central Procurement Board in his absence.

2. To assist the Chief Executive, Central Procurement Board in the performance of his duties and to attend meetings of the Central Procurement Board.

3. To ensure that the provisions of the Central Procurement Act and the Financial Management Kit and Procurement Guidelines are complied with as regards procurement and award of contracts.

4. To assist in the proper running of the office and the day-to-day administration of the Board.

5. To guide, supervise and train staff of the Board.

6. To ensure and arrange for the publication of bid documents and bid notices.

7. To ensure -

   (i) timely follow-up action on Board decisions; and

   (ii) the safekeeping of records of the decisions and deliberations of the Central Procurement Board.

8. To assist the Chief Executive, Central Procurement Board in the scrutiny of bid documents, reports and other relevant documents before submission to the Board.

9. To prepare and arrange for the publication of appropriate periodic reports.
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 Deputy Chief Executive, Central Procurement Board in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 a month.

Note

The Deputy Chief Executive, Central Procurement Board may be required to work outside normal working hours.

VI. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 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

4. Candidates are encouraged to submit on-line application through the government web portal at 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 Tuesday 17 October 2017.

Public Service Commission, 7, Louis Pasteur Street, FOREST SIDE.

Date: 27 September 2017