MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 22 OF 2017

Vacancy for Post of Secretary of the Board
Ministry of Finance and Economic Development
(Central Procurement Board)

Applications are invited from qualified candidates who wish to be considered for appointment as Secretary of the Board in the Ministry of Finance and Economic Development (Central Procurement Board).

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 from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) reckon at least three years' experience in administrative duties;
   (ii) be well versed with the Public Procurement system in Mauritius, and also with international norms and best practices in Public Procurement;
   (iii) possess good interpersonal and communication skills and have the ability to work under pressure;
   (iv) be conversant 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 written evidence of experience/knowledge claimed and 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 written evidence of experience/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. **DUTIES AND SALARY**

1. To act as Secretary of the Central Procurement Board and keep a record of the Board’s meetings and attend other committees/meetings, as may be required.

2. To prepare agenda, minutes and status reports/position papers.

3. To issue convocations for meetings of the Board and ensure timely circulation of Board Papers.

4. To service committees of the Board, as and when required.

5. To monitor implementation of the decisions of the Board.

6. To assist –

   (i) the Chief Executive, Central Procurement Board and Deputy Chief Executive, Central Procurement Board in the execution of the Board’s decisions;

   (ii) in the formulation and maintenance of proper administrative procedures and processes throughout the organisation; and

   (iii) in the preparation of the Board’s Annual Report.

7. To ensure the safekeeping of records of the decisions and deliberations of the Central Procurement Board.

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

9. 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 of the Board in the roles ascribed to him.

**Note**

The Secretary of the Board may be required to work outside normal working hours.

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.

V. **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.

VI. 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 15 May 2017.

Date: 25 April 2017

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