

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 96 OF 2016**

### **Vacancies for Post of Procurement and Supply Officer/Senior Procurement and Supply Officer Ministry of Finance and Economic Development**

Applications are invited from qualified officers who wish to be considered for appointment as Procurement and Supply Officer/Senior Procurement and Supply Officer in the Ministry of Finance and Economic Development.

**Note: Candidates who applied for the post in response to Public Service Commission Circular Note No. 49 of 2016 dated 22.9.2016 should submit fresh applications.**

## **II. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS**

By selection from among officers in the grade of Office Management Assistant who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Office Management Assistant and the former grades of Senior Officer and/or Executive Officer and who –

- (i) have a good knowledge of policies, rules and regulations relating to procurement and supply in the Public Service;
- (ii) possess good communication and interpersonal skills; and
- (iii) possess good analytical and problem-solving skills.

### **NOTE**

1. Candidates will be required to take part in a written competitive examination conducted by the Public Service Commission designed to assess –
  - (a) their knowledge of Procurement and Supply Management including basic principles in Procurement, Supply and Warehouse Operations, the provisions of the Public Procurement Act 2006 and the Financial Management Kit as well as their ability to apply them; and
  - (b) their potential and aptitude for Procurement, Supply and Warehouse Operations.
2. Procurement and Supply Officer/Senior Procurement and Supply Officers will be required to follow successfully an approved course leading to a diploma in Procurement and Supply Management from a recognised institution to be eligible for consideration for promotion as Principal Procurement and Supply Officer.
3. Procurement and Supply Officer/Senior Procurement and Supply Officers may be required to follow appropriate courses to make them conversant with relevant computer packages.

**Note**

1. **The written competitive examination will be held on Saturday 8 April 2017.**
2. Candidates who are overseas should make their own arrangements to come to Mauritius to sit for the examination.

**III. DUTIES AND SALARY**

1. To be responsible to the Director (Procurement and Supply) and the Financial Secretary for the technical aspects of their duties.
2. To advise the Accounting Officer on matters relating to procurement and supply management.
3. To flag non-compliance and misinterpretation of existing rules and regulations to the Accounting Officer and the Director (Procurement and Supply).
4. To be in charge of or to assist in the organisation, supervision and management of Procurement and Supply units in Ministries/Departments.
5. To perform procurement, warehousing and stock control operations and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate.
6. To carry out and/or to assist the Accounting Officer in the appraisal and review of organisational setup, systems and procedures related to procurement and supply and warehouse operations in Ministries/Departments and make necessary recommendations.
7. To assist in formulating proposals to review procurement procedures for consideration by the Director (Procurement and Supply).
8. To assist the officer of the Procurement and Supply Cadre in charge of the day-to-day conduct of procurement and supply, warehouse and stock control operations.
9. To use ICT in the performance of his duties.
10. 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 Procurement and Supply Officer/Senior Procurement and Supply Officer in the roles ascribed to him.

**Note**

1. Procurement and Supply Officer/Senior Procurement and Supply Officers may be required to take charge of the Procurement and Supply section in certain Ministries/Departments and, in such cases, they will be responsible for the smooth functioning of the section.
2. Procurement and Supply Officer/Senior Procurement and Supply Officers may be required to serve on a tour of service in Rodrigues.

The permanent and pensionable post carries salary in scale Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 a month.

**IV. 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. Applications should be submitted **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 circular 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.**

**V. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m on Thursday 26 January 2017.**

**Date: 06 January 2017**

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