

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 63 OF 2020

Vacancy for Post of Deputy Director (Procurement and Supply) **Ministry of Finance, Economic Planning and Development**

Applications are invited from qualified officers of the Ministry of Finance, Economic Planning and Development who wish to be considered for appointment as Deputy Director (Procurement and Supply) in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Manager (Procurement and Supply) who reckon at least three years' service in a substantive capacity in the grade and who -

- (a) have a high sense of discretion and judgement;
- (b) have in-depth knowledge of procurement and supply policies and related legislations;
- (c) possess initiative and leadership qualities; and
- (d) possess training potentials.

III. ROLE AND RESPONSIBILITIES

To assist in ensuring that the procurement and supply process of Goods, Works, Consultancy Services and other services are carried out in compliance with the provisions laid down in the Financial Management Kit, the Public Procurement Act and other regulations in force and that procurement and supply reforms are implemented in an effective and efficient manner.

IV. DUTIES AND SALARY

1. To be responsible to the Director (Procurement and Supply) and the Financial Secretary for the technical aspects of their higher duties.
2. To monitor the performance of officers in the Procurement and Supply Cadre in charge of Departments.
3. To advise on appropriate course of action in cases of irregularities, losses, thefts of goods and other unsatisfactory features.
4. To visit warehouses and ensure compliance with procedures and regulations.

5. To assist the Director (Procurement and Supply) in –
 - (i) the review and update of procurement systems, procedures and structure in line with modern concepts of Procurement and Supply Management and to identify better systems of inventory control;
 - (ii) organising training for officers of the Procurement and Supply Cadre; and
 - (iii) appointment of Boards of Survey on goods and to ensure follow-up action on recommendations made.
6. To use ICT in the performance of his duties.
7. 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 Director (Procurement and Supply) in the roles ascribed to him.

The permanent and pensionable post carries salary in 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.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically *via* the website of the Public Service Commission at the following address:
<http://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** submit a printed copy of their Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number **670 9705** or fax number **670 3417**.

6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Tuesday 02 February 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 13 January 2021

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