

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 6 OF 2021

**Vacancy for Post of Central Procurement Officer/
Senior Central Procurement Officer
Ministry of Finance, Economic Planning and Development
(Central Procurement Board)**

Applications are invited from qualified officers who wish to be considered for appointment as Central Procurement Officer/Senior Central Procurement Officer in the Ministry of Finance, Economic Planning and Development (Central Procurement Board).

II. QUALIFICATIONS

- A.** 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.

NOTE

In the absence of qualified officers in the grade of Office Management Assistant, by selection from among officers in the grade of Management Support Officer who reckon at least eight years' service in a substantive capacity in the grade or an aggregate of at least eight years' service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer.

- B.** Candidates should -

- (i) be conversant with local and international procurement and contract procedures;
- (ii) be familiar with the Public Procurement Act regulations and procedures regarding major contracts in respect of goods, services, civil engineering works and consultancy;
- (iii) have communication and interpersonal skills;
- (iv) be able to actively participate in meetings; and
- (v) have qualities of discretion and integrity.

III. DUTIES AND SALARY

1. To examine draft bidding documents and ascertain that the estimated costs and procurement plans are realistic.

2. To ascertain that bidding documents are in line with the provisions of the Public Procurement Act 2006 and Regulations 2008, World Bank guidelines and COMESA directives.
3. To prepare vetting schedules and communicate amendments, if any, to Ministries/Departments during meetings held with representatives of the Public Bodies concerned for necessary action.
4. To receive, register and open bids deposited in the Tender Box at the Central Procurement Board, as per established procedures.
5. To register all bids received at Public Opening of Bids, prepare minutes of proceedings and list of bids received for Notice Board and Central Procurement Board Website.
6. To assist –
 - (i) the Technical Committee in setting the team of evaluators, arranging for pre-evaluation meetings with evaluators and preparing brief and Gantt chart for monitoring of time allocated for evaluation;
 - (ii) the Bid Evaluation Committee during evaluation and ensure that the procedures are in line with guidelines established;
 - (iii) Technical Committees in scrutinizing bid evaluation reports and the recommendation of the Bid Evaluation Committee prior to submission to the Central Procurement Board for a decision; and
 - (iv) in the preparation and publication of periodic reports.
7. To verify letters of awards copied to the Central Procurement Board.
8. To scrutinize the evaluation reports in order to provide Public Bodies with material for debriefing of aggrieved bidders in case of challenges.
9. To submit relevant documents to the Independent Review Panel in case of application for review by an aggrieved bidder.
10. To process payment for evaluators, verify their claims against attendance sheets and input payment in the computerised system.
11. To use ICT in the performance of his duties.
12. 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 Central Procurement Officer/Senior Central Procurement Officer in the roles ascribed to him.

Note

Central Procurement Officer/Senior Central Procurement Officers may be required to work outside normal working hours.

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 **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.**

V. CLOSING DATE

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Tuesday 23 March 2021**. Applications received after the specified closing date and time will **not** be considered.

Date: 03 March 2021

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