

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 44 OF 2023

Vacancies for Post of Assistant Procurement and Supply Officer

Ministry of Finance, Economic Planning and Development

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

II. QUALIFICATIONS

By selection from among officers in the grade of Management Support Officer 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 Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer and who –

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

NOTE 1

Candidates will be required to sit for 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 and supply, warehouse and stock control operations and any other relevant financial and procurement and supply laws/regulations and their ability to apply them; and
- (b) their potential and aptitude for procurement and supply, warehouse and stock control operations.

NOTE 2

Assistant Procurement and Supply Officers will be required to follow appropriate courses/undergo training, as approved and arranged by the Ministry, to make them conversant with relevant computer packages.

Note

1. Candidates will be informed in due course of the exact date and venue of the examination.
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 perform procurement and supply, warehouse 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.
2. To assist in any assignment related to procurement and supply, warehouse and stock control operations.
3. To operate e-procurement and inventory management systems.
4. 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.
5. To use ICT in the performance of his duties.
6. 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 Assistant Procurement and Supply Officer in the roles ascribed to him.

Note

1. Assistant Procurement and Supply Officers may be required to take charge of small units in certain Ministries/Departments and in such cases, they will be responsible for the proper running of the unit and for the day-to-day conduct of procurement and supply, warehouse and stock control operations.
2. Assistant 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 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 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 Public Service, Administrative and Institutional 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 Commissions/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 Officer/Responsible Officer.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 22 June 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 02 June 2023

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