

## **MAURITIUS PUBLIC SERVICE**

### **PUBLIC ADVERTISEMENT NO. 8 OF 2025**

#### **Vacancy for Post of Secretary of the Board** **Ministry of Finance (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 (Central Procurement Board).

#### **II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** 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 (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
- 3. Candidates may be required to take part in a written examination.

4. The Commission reserves the right:
  - (i) to convene **only** the best qualified candidates for interview; and
  - (ii) not to make any appointment following this advertisement.

#### **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 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 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 Public 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 Commissions/Embassies overseas.
2. Candidates already in the service **should** submit their Application Form **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 advertisement 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.**

## **VI. 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 Wednesday 25 June 2025**. Application Forms received after the specified closing date and time will **not** be considered.

**Date: 05 June 2025**

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