PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 83 OF 2026

Vacancy for Post of Deputy Chief Executive, Central Procurement Board Ministry of Finance (Central Procurement Board)

Applications are invited from qualified officers of the Central Procurement Board who wish to be considered for appointment as Deputy Chief Executive, Central Procurement Board in the Ministry of Finance (Central Procurement Board).

II. QUALIFICATIONS

A. By selection from among serving officers not below the grade of Assistant Manager, Central Procurement who -

(i) possess a Master's Degree in Procurement and Supply Management or Purchasing and Supply Management or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(ii) reckon at least ten years' experience in Public Procurement procedures in the public sector.

B. Candidates should -

(i) be competent and efficient in the management and despatch of business relating to the preparation of bid documents for goods, works and services, the calling and processing of bids including their evaluation;

(ii) be able to participate actively in meetings, interpret data and have a high degree of initiative;

(iii) possess good analytical skills;

(iv) possess good administrative, managerial and organising skills;

(v) possess good interpersonal and communication skills; and

(vi) have exceptional qualities of discretion, tact and integrity.

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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 with 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.**

III. ROLE AND RESPONSIBILITIES

To assist the Chief Executive, Central Procurement Board in the effective and efficient management of the Central Procurement Board in line with its strategic goals and objectives.

IV. DUTIES AND SALARY

1. To deputise for the Chief Executive, Central Procurement Board in his absence.

2. To assist the Chief Executive, Central Procurement Board in the performance of his duties and to attend meetings of the Central Procurement Board.

3. To ensure that the provisions of the Public Procurement Act and the Financial Management Kit and Procurement Guidelines are complied with as regards procurement and award of contracts.

4. To assist in the proper running of the office and the day-to-day administration of the Board.

5. To guide, supervise and train staff of the Board.

6. To ensure that bid documents and notices are published on time.

7. To ensure timely follow-up action on Board decisions.

8. To be responsible for the safekeeping of records of the decisions and deliberations of the Central Procurement Board.

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9. To assist the Chief Executive, Central Procurement Board in the scrutiny of bid documents, reports and other relevant documents before submission to the Board.

10. To prepare and arrange for the publication of appropriate periodic reports.

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 Deputy Chief Executive, Central Procurement Board in the roles ascribed to him.

Note

1. The Deputy Chief Executive, Central Procurement Board may be required to work outside normal working hours.

2. In case of a force majeure/public emergency, the Deputy Chief Executive, Central Procurement Board is required to be available to provide his services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

The permanent and pensionable post carries salary in scale Rs 62,350 x 1,850 – 67,900 x 1,900 – 75,500 x 2,250 – 86,750 x 2,500 – 94,250 x 2,750 – 97,000 a month.

However, for the year 2026, the discounted initial salary would be Rs 58,500.

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. Application Forms should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Financial Secretary.

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**

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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 Tuesday 08 December 2026.** Application Forms received after the specified closing date and time will **not** be considered.

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

Date: 18 November 2026