

SCHEME OF SERVICE

ASSISTANT PROCUREMENT SUPPLY OFFICER (ON CONTRACT)

ORGANISATION: Mauritius Sports Council (hereinafter referred to as the Council), a statutory body under the aegis of the Ministry of Youth Empowerment, Sports and Recreation.

POST: Assistant Procurement Supply Officer on a **full-time contractual basis, for a period of one year.**

SALARY: Rs Rs 19,850 + transport.

AGE LIMIT

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

QUALIFICATIONS:

- A. **A Cambridge School Certificate with credit in at least five subjects including English language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or**
- B. **Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or**

Note:

Note Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

2. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advance Level” or an equivalent qualification acceptable to the Board.

3. A knowledge of Purchasing and Supply Management including basic principles in purchasing, supply and warehouse operations and any other relevant Financial and Supplies Laws/Regulations and their ability to apply them and their potential and ability for purchasing supply and warehouse operations.

DUTIES AND RESPONSIBILITIES:

1. To perform purchasing, storekeeping, and stock control duties in accordance with the existing rules and regulations.
2. To assist in any assignment related to purchasing, supply and consumables' management.
3. To assist the Procurement and Supply Officer in the day-to-day conduct of procurement and supply, warehouse and stock control operations.
4. To update stock records.
5. To keep updated with matters pertaining to the Procurement Law and subsequent Regulations as well as guidelines issued by the Procurement Policy Office.
6. To act as Secretary to pre-bid and other related meetings and Departmental Bid Committee as well as to bid opening exercises.
7. To use ICT in the performance of his duties.
8. 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.