

## **SCHEME OF SERVICE**

<b><u>Organisation:</u></b>	Mauritius Tourism Promotion Authority
<b><u>Post:</u></b>	Assistant Procurement and Supply Officer
<b><u>Effective Date:</u></b>	31 May 2023
<b><u>Salary:</u></b>	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 (MTPA 9)

### **Qualifications:**

By selection from among –

- A. Officers in the grade of Clerical Officer/Higher Clerical Officer on the establishment of Mauritius Tourism Promotion Authority who -
- (i) possess a Higher School Certificate or Passes in at least two subjects at the General Certificate of Education “Advanced Level” and
  - (ii) reckon at least four years’ service in a substantive capacity in the grade.

### **Note**

In the absence of qualified serving officers, by selection from among officers in the Public Sector who possess a Cambridge Higher School Certificate or Passes in at least two subjects at the General Certificate of Education “Advanced Level” and reckon at least four years’ service in a substantive capacity.

B. Candidates should also:

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

### **Duties:**

1. To be responsible for the operation of the Procurement and Supply division.
2. To perform procurement, supply, storekeeping and stock control duties in compliance with regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate.



3. To verify, handle and store incoming stores materials received.
4. To ensure that all adequate safeguards exist against the risks of fire, theft, deterioration and damage and that all items are stored in good condition.
5. To operate e-procurement and inventory management systems.
6. To provide and arrange for appropriate storage space and ensure optimum utilisation of storage capacity.
7. To be responsible for the storage and issue of all items including promotional materials and documentation.
8. To maintain store ledgers up-to-date and ensure that physical quantities tally with quantities indicated in ledgers.
9. To use ICT in the performance of his duties.
10. 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**

The Assistant Procurement and Supply Officer will be required to work outside normal working hours including Saturdays and Sundays.

