

PROPOSED SCHEME OF SERVICE

- Organisation:** Université des Mascareignes
- Post:** Assistant Procurement and Supply Officer (Personal)
- Salary:** 12,11,750 - 13,11,750 - 14,11,750 - 15,11,750 - 16,11,750 - 17,11,750 - 18,11,750 - 19,11,750 - 20,11,750 - 21,11,750 - 22,11,750 - 23,11,750 - 24,11,750 - 25,11,750 - 26,11,750 - 27,11,750 - 28,11,750 - 29,11,750 - 30,11,750 - 31,11,750 - 32,11,750 - 33,11,750 - 34,11,750 - 35,11,750 - 36,11,750 - 37,11,750 - 38,11,750 - 39,11,750 - 40,11,750 - 41,11,750 - 42,11,750 - 43,11,750 - 44,11,750 - 45,11,750 - 46,11,750 - 47,11,750 - 48,11,750 - 49,11,750 - 50,11,750 - 51,11,750 - 52,11,750 - 53,11,750 - 54,11,750 - 55,11,750 - 56,11,750 - 57,11,750 - 58,11,750 - 59,11,750 - 60,11,750 - 61,11,750 - 62,11,750 - 63,11,750 - 64,11,750 - 65,11,750 - 66,11,750 - 67,11,750 - 68,11,750 - 69,11,750 - 70,11,750 - 71,11,750 - 72,11,750 - 73,11,750 - 74,11,750 - 75,11,750 - 76,11,750 - 77,11,750 - 78,11,750 - 79,11,750 - 80,11,750 - 81,11,750 - 82,11,750 - 83,11,750 - 84,11,750 - 85,11,750 - 86,11,750 - 87,11,750 - 88,11,750 - 89,11,750 - 90,11,750 - 91,11,750 - 92,11,750 - 93,11,750 - 94,11,750 - 95,11,750 - 96,11,750 - 97,11,750 - 98,11,750 - 99,11,750 - 100,11,750
- Qualifications:** By appointment of the Assistant Stores Officer on the permanent and pensionable establishment of the former Institut Supérieur de Technologie in line with Section 38 (4) of the Université des Mascareignes Act of 2012.
- Duties:**
1. To perform procurement and supply, storekeeping and stock control duties in accordance with the provisions laid down in the Financial Management Kit.
  2. To assist in any assignment related to procurement, supply and warehouse operations.
  3. To ensure that slow moving stocks or obsolete stocks are identified, listed and reported upon.
  4. To carry out test checks and report any discrepancy arising out of loss, shortage, deterioration and surplus.
  5. To keep and update store records.
  6. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
  7. To keep proper records of all receipts and issues of stores and stationery.
  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 Assistant Procurement and Supply Officer in the roles ascribed to him.

