

PROPOSED SCHEME OF SERVICE (New Grade)

Organisation: Université des Mascareignes

Post: Procurement and Supply Officer/Senior Procurement and Supply Officer

Salary:

Qualifications:

- A. By selection from among officers on the establishment of the Université des Mascareignes who -
- (i) possess a Diploma in Procurement and Supply Management from a recognised institution or an equivalent qualification acceptable to the Board; and
 - (ii) reckon at least four years' experience in stores duties.
- B. Candidates should-
- (i) possess good communication and interpersonal skills;
 - (ii) possess good analytical and problem-solving skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge/experience claimed.

NOTE

In the absence of qualified candidates on the establishment of the Université des Mascareignes, by selection from among candidates who -

- A. (i) possess a Diploma in Procurement and Supply Management from a recognised institution or an equivalent qualification acceptable to the Board; and
- (ii) reckon at least four years' experience in stores duties.
- B. Candidates should-
- (i) possess good communication and interpersonal skills;
 - (ii) possess good analytical and problem-solving skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge/experience claimed.

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05/05/18

Duties:

1. To be responsible to the Director-General for the technical aspects of their duties.
2. To advise the Director-General on matters relating to procurement and supply management.
3. To flag non-compliance and misinterpretation of existing rules and regulations to the Director-General.
4. To be in charge of or assist in the organisation, supervision and management of Procurement and supply unit of the University.
5. To perform procurement, warehousing and stock control operations, and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate.
6. To carry out and/or to assist the Director-General in the appraisal and review of organisational set-up, systems and procedures related to procurement and supply and warehouse operations, and to make necessary recommendations.
7. To seek quotations, evaluate bids, order requisitions and to endure follow-up actions.
8. To ensure that store items delivered comply with requisition orders and are in good condition.
9. To use appropriate software in procurement of materials and consumables
10. To schedule, organise and facilitate job-site and/or pre-bid meetings related to quotations, tenders and proposals.
11. To attend public openings of tenders, proposals and quotations.
12. To participate in the annual reporting process for legislative requirements, including monitoring and tracking of the University's procurement activities.
13. To assist in the annual physical inventory process.
14. To use ICT in the performance of his duties.
15. 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 Procurement and Supply Officer/Senior Procurement and Supply Officer in the roles ascribed to him.

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C. S. S. S.