

JOB PROFILE

- Organisation:** Polytechnics Mauritius Ltd
- Post:** Procurement and Supply Officer
- Salary:** Rs 28,000 - Rs 38,000.
- Qualifications:** A Diploma in Procurement and Supply Management from a recognised institution or an equivalent qualification acceptable to the Board.
- Experience:** At least 5 years' experience in procurement and supply duties.
- Knowledge and Skills:** Candidates should –
- (i) have a sound knowledge of policies, rules and regulations relating to procurement and supply;
 - (ii) possess good organising and interpersonal skills;
 - (iii) possess good analytical and problem-solving skills; and
 - (iv) be computer literate.
- Candidates should produce written evidence of experience/knowledge claimed.
- Duties.**
1. To be responsible to the Facilities Manager for the technical aspects of their duties namely:
 - (a) prepare and implement a procurement plan
 - (b) perform procurement, warehousing and stock keeping and stock control duties in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act and other regulations in force, as appropriate.
 - (c) organise and manage the procurement and supply activities at the PML Campus.
 - (d) Assist in the appraisal and review exercises related to procurement, supply and warehouse operations.

- (e) prepare bids as per approved procedures, seek quotations, evaluate bids, order requisitions and to ensure follow up actions.
 - (f) ensure that store items delivered comply with requisition orders and are in good condition.
 - (g) ensure that the store items delivered are properly maintained and kept up-to-date.
 - (h) be responsible for stock taking and inventory of assets.
2. To use appropriate software in procurement of materials and consumables.
 3. To flag non-compliance and misinterpretation of existing rules and regulations to the Campus Director.
 4. To use ICT in the performance of his duties.
 5. 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 in the roles ascribed to him.

NOTE

The Procurement and Supply Officer may be required to work outside normal working hours.