

Terms of Reference

GMES Procurement and Supply Officer

Qualifications:

- Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or Accounts
- A certificate in Purchasing and Supply Management from a recognised institution
- At least 2 years post qualification experience

Candidates should also:

- be fully conversant with Public Procurement regulations in force

Roles and Responsibilities:

To be responsible to the GMES Project Manager for the technical aspects of his duties and advise on matters relating to procurement and supply management.

Duties:

1. To organise and manage the procurement and supply activities of the GMES project
2. To perform procurement, storekeeping and stock control duties in accordance with existing rules and regulations
3. To assist in any assignment related to procurement, supply and warehousing operations
4. To receive materials and ensure that they comply with requisition orders and are in good conditions
5. To be fully conversant with stores, financial regulations and computer procedures
6. To use ICT in the performance of his duties
7. To adhere to Procurement and Supply laws in force as appropriate
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 Procurement and Supply Officer in the roles ascribed to him

Salary: A flat salary of Rs 25,000 per month.

Submission of Applications

- a) Qualified candidates should submit their application on the prescribed form which may be obtained either from the Reception Counter of the Institute or from the website on <http://moi.govmu.org/application.doc> together with a letter of interest, detailed Curriculum Vitae including names and addresses of three referees, scanned copies of certificates and experience claimed.
- b) Applications should reach the Director, Mauritius Oceanography Institute, Avenue des Anchois, Morcellement de Chazal, Albion, not later than 16 00 hours 11th December 2018.