

## **SCHEME OF SERVICE**

- Organisation:** Mauritius Oceanography Institute
- Post:** Assistant Procurement and Supply Officer
- Salary:** 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 (MOI 8)
- Qualifications:** By selection from among officers in the grades of Clerical Officer, Clerical Officer/Higher Clerical on the establishment of the Mauritius Oceanography Institute who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board of the Mauritius Oceanography Institute;
  - (ii) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Mauritius Oceanography Institute;
  - (iii) possess effective interpersonal and communication skills;
  - (iv) possess effective analytical and problem-solving skills; and
  - (v) have personal integrity and a sense of trustworthiness.

### **NOTE 1**

In the absence of qualified serving officers on the establishment of the Mauritius Oceanography Institute, by selection from among officers in the Public Sector who –

- (i) reckon at least four years 'service in a substantive capacity in their respective grade;
- (ii) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board of the Mauritius Oceanography Institute;
- (iii) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply at the Mauritius Oceanography Institute;
- (iv) possess effective interpersonal and communication skills;
- (v) possess effective analytical and problem-solving skills; and
- (vi) have personal integrity and a sense of trustworthiness.

### **NOTE 2**

Candidates will be required to sit for a written competitive examination conducted by the Mauritius Oceanography Institute designed to assess–

- (i) their knowledge of Procurement and Supply Management including basic principles in procurement and supply, warehouse and stock control operations and any other relevant financial and procurement and supply laws/regulations and their ability to apply them; and
- (ii) their potential and aptitude for procurement and supply, warehouse and stock control operations.

### **NOTE 3**

Assistant Procurement and Supply Officers will be required to follow appropriate courses/undergo training, as approved and arranged by the Mauritius Oceanography Institute to make them conversant with relevant computer packages and e-procurement systems.

### **Duties:**

1. To perform procurement and supply, warehouse 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 and procedures in force, as appropriate.
2. To assist in any assignment related to procurement and supply, warehouse and stock control operations.
3. To operate e-procurement and inventory management systems.
4. To keep and update stores records and to ensure the smooth functioning of the store.
5. To monitor daily test checks and report any discrepancy arising out of loss, shortage, deterioration and surplus.
6. To verify that physical quantities tally with quantities in stores ledger.
7. To prepare bid documents.
8. To receive materials into stores and ensure that they comply with purchase orders and are in good condition.
9. To submit return of all unserviceable stores, dormant stores and return to stores.
10. To keep proper records of all receipts and issues of stores and stationeries.
11. To use ICT in the performance of his duties.
12. 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.

**Approved Scheme of Service  
16 April 2025**