



MAURITIUS STANDARDS BUREAU

MOKA

VACANCY

Post of Assistant Procurement and Supply Officer

The Mauritius Standards Bureau is a corporate body which has been set up by the Mauritius Standards Bureau Act 1993. The Bureau is responsible, *inter alia*, for standardization and conformity assessment services and is the enquiry point for WTO/TBT.

Applications are invited from qualified candidates who wish to be considered for the post of **Assistant Procurement and Supply Officer on contract**.

Qualifications:

- A**
- (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”;
 - (ii) reckon at least two years' experience in the field of Public Procurement and Supply activities.
- B** Candidates should:
- (i) have a good knowledge of policies, rules and regulations relating to the management of procurement and supply in the Public Service;
 - (ii) possess effective interpersonal and communication skills; and
 - (iii) possess effective analytical and problem-solving skills.

Salary Negotiable

Scale:

The duties for the post is available on the website of the Mauritius Standards Bureau.

Mode of Application

Applications should be submitted using the prescribed MSB application form which are available either at the **Reception Desk of the Mauritius Standards Bureau at Moka or may be downloaded from the website at <http://msb.intnet.mu>**. Further information is also available on the website of the MSB.

The prescribed Application Form duly filled in, together with photocopies of National Identity Card, Birth, Educational & Professional Certificates and documentary evidence of any experience claimed should be submitted by registered post to the **Director, Mauritius Standards Bureau, Villa Road, Moka 80805 not later than 3 pm on 25 May 2026**.

The envelope should be clearly marked “Assistant Procurement and Supply Officer” on the left-hand corner.

Evidence of knowledge/experience claimed and equivalence of qualification acceptable to the Standards Council

The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification (if applicable) acceptable to the Standards Council from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.

Only the best qualified candidates will be called for interview.

The Bureau reserves the right not to make any appointment as a result of this advertisement.

2026-05-11