

**MAURITIUS STANDARDS BUREAU**  
**MOKA**

**List of duties – Procurement and Supply Officer**

1. To be responsible to the Director for the technical aspects of their duties.
2. To advise the Director on matters relating to procurement and supply management.
3. To flag non-compliance and misinterpretation of existing rules and regulations to the Director.
4. To be in charge of or to assist in the organisation, supervision and management of Procurement and Supply Department of the Bureau.
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 in the appraisal and review of organisational setup, systems and procedures related to procurement and supply and warehouse operations at the Bureau and make necessary recommendations.
7. To assist in formulating proposals to review procurement procedures for consideration by the Director (Procurement and Supply).
8. To assist of the day-to-day conduct of procurement and supply, warehouse and stock control operations.
9. To use ICT in the performance of his duties.
10. 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.

2026-04-18