MAURITIUS STANDARDS BUREAU

VACANCY

Post of Assistant Procurement and Supply Officer on Contract

The Mauritius Standards Bureau is a corporate body established under the Mauritius Standards Bureau Act 1993 and operates under the aegis of the Ministry of Industry, SME and Cooperatives. The Bureau is responsible, inter alia, for standardisation, testing, certification, calibration and conformity assessment services and serves as the national enquiry point for matters relating to the WTO Agreement on Technical Barriers to Trade.

Applications are invited from suitably qualified candidates for appointment as Assistant Procurement and Supply Officer on contract for an initial period of one year, renewable annually, subject to satisfactory performance, up to a maximum aggregate period of three years.

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 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.

Experience in public procurement will be an advantage.

Salary: Negotiable

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

Method of application

Applications should be submitted using the prescribed MSB application form, which is available 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 duly completed prescribed application form, together with photocopies of the applicant's National Identity Card, birth certificate, educational and professional certificates, and documentary evidence in support of any experience claimed should be submitted by registered post to the **Director, Mauritius Standards Bureau, Villa Road, Moka 80805, not later than 3.00 p.m. on 11 November 2026.**

The envelope should be clearly marked **"Assistant Procurement and Supply Officer"** in the top 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 following this advertisement.

2026-10-26