MAURITIUS STANDARDS BUREAU
MOKA

List of duties for Assistant Procurement and Supply Officer

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 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 assist the officer of the Procurement and Supply Cadre in charge of the day-to-day conduct of procurement and supply, warehouse and stock control operations.

5. To use ICT in the performance of his duties.

6. 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.

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