MAURITIUS STANDARDS BUREAU
MOKA

List of duties for Procurement and Supply Officer

Duties:

1. To be responsible for Stores management;
2. To back up all purchases and issues by supporting documents;
3. To classify all stores issues by department and to summarize at end of each month;
4. To set up a proper internal control system for the Stores Section;
5. To be responsible to the Director for the technical aspects of their duties;
6. To advise Director on matters relating to procurement and supply management;
7. To flag non-compliance and misinterpretation of existing rules and regulations to the Director;
8. To be in Charge of or assist in the organization, supervision and management of Procurement and Supply activities of the Bureau;
9. 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;
10. To carry out and/or assist the Director in the appraisal and review of organizational setup, systems and procedures related to procurement and supply and warehouse operations at the Bureau and make necessary recommendations;
11. To assist in formulating proposals to review procurement procedures for consideration by the Director;
12. To perform e-procurement duties in a timely manner and report to the Procurement Committee and other official lines of reporting as may be required;
13. To ensure timely procurement of goods and services to the Bureau;
14. To produce timely reports at frequencies determined by the Bureau; and
15. To attend Procurement Committee, Finance Committee and any other relevant committees.
16. To use ICT in the performance of his/her duties.
17. 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 in the roles ascribed to him;

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