MAURITIUS STANDARDS BUREAU
MOKA

List of duties for Procurement Manager

Role and responsibilities: To ensure that procurement and supply operations are carried out with due regard to economy and value for money in accordance with the relevant provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act and other regulations in force, as appropriate.

Duties:

1. To be responsible to the Director for the technical aspects of their duties.
2. To organise, supervise and manage procurement and supply operations at the Bureau;
3. To advise the Director on matters related to procurement and supply management with due regard to economy, efficiency and effectiveness and in compliance with the relevant provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act and other regulations in force, as appropriate;
4. To flag non-compliance and misinterpretation of existing rules and regulations to the the Director;
5. To keep under constant review the organisational set-up, systems and procedures and advise on necessary amendments to be brought to the relevant provisions in the Financial Management Kit to improve delivery of services.
6. To organise and provide training to supporting staff and other public officers in procurement, supply and stock control duties.
7. To establish proper systems of control and ensure that adequate security and proper records are maintained.
8. To carry out and/or to assist the Director in the appraisal and review of organisational set-up, systems and procedures related to supply operations at the Bureau and make necessary recommendations.
9. To assist in formulating proposals related to procurement procedures for consideration.
10. To use ICT in the performance of his duties.
11. 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 Managers (Procurement and Supply) in the roles ascribed to them.

2026-10-15