

We Are
HIRING
Join Our Team



VACANCY

ASSISTANT PROCUREMENT & SUPPLY OFFICER

(REF: EDB/ASP/24)

The Economic Development Board (EDB) is a leading agency mandated by the Government to provide strong institutional support for strategic economic planning, promote Mauritius as an attractive investment and business centre, a competitive export platform as well as an international financial centre. It also acts as the main institution responsible for country branding, investment promotion and facilitates both inward and outward investment and fosters a conducive business environment.

QUALIFICATIONS, EXPERIENCE & SKILLS

- Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or Accounting;
and
- A Certificate in Purchasing and Supply Management from a recognized institution or alternative acceptable qualification
- At least one year experience in similar post and conversant with e-procurement system of PPO platform

DUTIES & RESPONSIBILITIES

- To perform purchasing, storekeeping, and stock control duties in accordance with the existing rules and regulations.
- To assist in any assignment related to purchasing, supply and consumables' management.
- To update stock records.
- To keep updated with matters pertaining to the Procurement Law and subsequent Regulations as well as guidelines issued by the Procurement Policy Office.
- To upload/remove EDB's Bid document onto/from the website of the Procurement Policy Office and follow up for upload/removal onto/from EDB's website as and when required.
- To act as Secretary to pre-bid and other related meetings and EDB's Departmental Bid Committee as well as to bid opening exercises.
- To advise on the appropriate standard bidding documents to be used, including drafting and customisation of same to seek quotations.
- To monitor the level of stock and maintain an appropriate re-order level for all items.
- To receive items from suppliers and ensure that they comply with requisition orders and are in good condition.
- To attend to queries from suppliers.
- To verify that physical quantities of items in stock tally with quantities in the books.

MODE OF APPLICATION

Interested candidates are invited:

- 👉 To download the requirements and responsibilities for the above-mentioned position by accessing the following link: <https://www.edbmauritius.org/vacancy>
- 👉 To submit their motivation letter together with a copy of Curriculum Vitae to <https://jobs.edbmauritius.org/> at latest by **Friday 30 August 2024**. Applications received after the closing date will not be considered. Only the best qualified candidates will be convened for interview. EDB reserves the right not to make any appointment following this advertisement.

08 August 2024