

We Are
HIRING
Join Our Team



VACANCY

PROCUREMENT & SUPPLY MANAGER

(REF: EDB/PSM/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.

RESPONSIBILITIES

- To be responsible for the day to day management of the Procurement and Supply Section.
- To supervise the procurement systems of the Organisation and ensure timely submission of quotations, bid documents and any relevant documents in relation to procurement and supply.
- Ensure compliance with procurement, law, regulations, policies and procedures.
- Promote ethical sourcing practices and adherence to Organisation standards and codes of conduct.
- Provide training and development opportunities for procurement staff to enhance their skills and competencies.
- Conduct market research and analysis to identify trends, benchmark prices, assess supplier capabilities, and evaluate emerging technologies or innovations relevant to procurement activities.
- Ensuring the timely submission of procurement reports to authorities.
- To assist in the formulation of proposals related to procurement procedures for consideration by the Procurement Policy Office.
- To provide guidance to senior management and procurement committees in relation to procurement procedures.

QUALIFICATIONS

- A master's degree in Procurement and Supply Management or Purchasing and Supply Management from a recognized institution or an equivalent qualification acceptable to the Board.

PROFESSIONAL EXPERIENCE

- A minimum of 7 years relevant working experience in procurement department.
- Proven working experience to manage a procurement budget of minimum MUR 300 million.

SKILLS & COMPETENCIES

- Ability to develop and execute strategic sourcing plans to optimize costs, quality, and supplier relationships.
- Strong negotiation and relationship management skills to effectively communicate with suppliers, evaluate performance, and resolve issues.
- Ability to conduct market research and analysis to identify trends, benchmark prices, and assess supplier capabilities to support informed decision-making.
- Strong analytical skills to interpret procurement data, identify patterns, and derive actionable insights to optimize procurement processes and performance.
- Collaboration with internal stakeholders, such as finance and operations section, to understand their requirements and incorporate them into procurement strategies.
- Leadership skills to motivate and develop a high-performing procurement team, fostering a culture of collaboration, innovation, and continuous improvement.

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