

SCHEME OF SERVICE

- POST :** **Assistant Manager (Procurement & Supply) (On Contract)**
- RESPONSIBLE TO :** **Manager (Procurement & Supply)**
- QUALIFICATION & EXPERIENCE**
- A.** A Cambridge Higher School Certificate with (2) subjects at Principal Level; or an equivalent qualification acceptable to the Central Water Board.
 - B.** A Diploma in Procurement / Purchasing and Supply Management from the University of Mauritius or the University of Technology or any recognized institution or an alternate qualification acceptable to the Central Water Board.
- SKILLS, COMPETENCIES & ATTRIBUTES:**
- Candidates should:
- be conversant with the procurement law, act and regulations governing procurement of goods and services in the public sector;
 - be conversant with the Accounting principles and practices;
 - procurement and stock procedures;
 - have proven team management attributes;
 - have excellent interpersonal and negotiations skills;
 - be a multi-tasker & capabilities to work under pressure;
 - be highly trustworthy, assertive & proactive.
- ROLES AND RESPONSIBILITIES:**
- To assist the Manager (Procurement & Supply) in determining and implementing the most appropriate sourcing methodologies to be used for CWA procurement.
 - To abide by the principles of Supply Management, Procurement and Good Governance.
- DUTIES:**
1. To ensure the proper organization and running of the Procurement and Supply Unit.
 2. To organize and supervise the work of the Staff of the Procurement Sections as to ensure that they comply with their schedule of duties, the Stores Order/ Finance Order and other regulations and report any discrepancy directly to the Manager (Procurement & Supply).
 3. To approve all quotations and to prepare Appraisal Reports for approval by the Head of Division/General Manager. To prepare Tender Documents for floating of bids.

4. To assist the Manager (Procurement & Supply) to plan, direct and manage all procurement activities of the Authority.
5. To achieve Set Key Performance Indicator as determined by the Authority.
6. To set and monitor standards of performance and evaluate the performance of employees under supervision.
7. To ensure Warehouses and all Stores are properly kept.
8. To assist the Manager (Procurement & Supply) in ensuring that procurement is carried out in accordance with current legislations and established rules and regulations and with due regard to economy and value for money.
9. To assist the Manager (Procurement and Supply) in ensuring that proper warehousing duties/ operations are being carried out.
10. To be responsible for stock control operations, planning of materials and other items to ensure that there is no disruption in supply.
11. To manage and operate e-procurement and inventory management systems.
12. To put in place a system of accountability at all level with respect to issue and delivery of stores items.
13. To carry out frequent checks on all regional Stores to ensure their proper running.
14. To be responsible for activities related to customs clearance and other procedures involved in receiving items from overseas, where applicable.
15. To be responsible for claims and insurance on all indents and to liaise with Finance Division for the insurance of the Authority's Assets.
16. To make proper inventory of stocks and be responsible for the Stores item of the final accounts at the end of each Financial Year.
17. To assist the Manager (Procurement & Supply) in reviewing and updating procurement systems, procedures and structure in line with modern procurement concepts and to identify better systems of stores control.

18. To assist the Manager (Procurement & Supply) in ensuring that cases of irregularities, losses and thefts of stores and other unsatisfactory features are properly dealt with.
19. To assist the Manager (Procurement & Supply) to carry out an appraisal of the organizational set up, systems and procedures related to procurement and supply.
20. To use ICT in the performance of his duties.
21. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Manager (Procurement & Supply) in the roles ascribed to him.

Approved by CWB(21/21) 16-207 dated 31 May 2022