



# MAURITIUS SHIPPING CORPORATION LTD

## SCHEME OF DUTIES

<b><u>Position:</u></b>	<b>Assistant Manager - Procurement &amp; Supply</b>
<b><u>Salary Scale:</u></b>	<b>MUR 39,150 x 1150 - 43,750 x 1,550 - 53,050 QB 55,150 X 2,100 - 65,650 X 2,600-73,450</b>
<b><u>Grade:</u></b>	<b>4</b>
<b><u>Age Limit:</u></b>	<b>Candidate should be below 65 at the time of application.</b>
<b><u>Report to:</u></b>	<b>Managing Director</b>

### **Qualifications/Experience:**

- a) At least a Degree from a Chartered Institute of Procurement & Supply (CISP)/ Supply Chain/Procurement Management.
- b) Proven experience in procurement and supply in shipping related matters will be an advantage.
- c) Knowledge of Public Procurement Act would be an advantage.

### **Duties:**

1. To carry out procurement and supervise supply and warehouse operations with due regards to economy, efficiency and effectiveness and in compliance with the relevant provisions and regulations made under the Public Procurement Act and other regulations in force, as appropriate.
2. Report to the Managing Director/Management.
3. To assist in formulating proposals related to procurement procedures and/or review by Procurement Policy Office.
4. To assist in day to day conduct of procurement, tendering exercise, supply and for the MSCL own & chartered vessels/office.



5. To be responsible for stock control operations.
6. To perform such other duties related to the main duties.

**Note:** The Assistant Manager-Procurement & Supply may, subject to service exigencies, be required to work outside normal office hours, including week-ends and public holidays. He/She may also be required to work on a shift basis and/or to travel to Rodrigues and overseas.

**Date: November 2023**