

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.102 OF 2025

**VACANCIES FOR THE POST OF PROCUREMENT AND SUPPLY OFFICER/
SENIOR PROCUREMENT AND SUPPLY OFFICER
LOCAL GOVERNMENT SERVICE**

(Details of this advertisement are also available at <https://lgsc.govmu.org>)

Applications are invited from among qualified serving officers in the grades of Assistant Procurement and Supply Officer and Office Management Assistant of the Local Government Service who wish to be considered for appointment as Procurement and Supply Officer/Senior Procurement and Supply Officer in the Local Government Service.

NOTE:

Candidates who submitted their applications in response to Circular Note No 35 of 2025 dated 21 May 2025 should submit fresh applications.

The Permanent and Pensionable post carries salary in the scale of **Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100** a month.

Appointment in a temporary capacity in the grade will carry salary at the flat rate of **Rs 24,475/-** a month.

II. QUALIFICATIONS:

A. By selection from among officers in the grades of: -

- (i) Assistant Procurement and Supply Officers who reckon at least four years' service in a substantive capacity in the grade; and
- (ii) Office Management Assistants in post as at 31 December 2020 and who reckon at least four years' service in a substantive capacity in the grade;

B. Candidates should:

- (i) have a good knowledge of policies, rules and regulations relating to procurement and supply in the Local Government service;
- (ii) possess good communication and interpersonal skills; and
- (iii) possess good analytical and problem-solving skills.

NOTE 1

Candidates will be required to take part in a written competitive examination conducted by the Local Government Service Commission designed to assess: -

- (a) their knowledge of Procurement and Supply Management including basic principles in Procurement, Supply and Warehouse Operations, the provisions of the Public Procurement Act 2006 and the Financial Management Kit as well as their ability to apply them; and
- (b) their potential and aptitude for Procurement, Supply and Warehouse Operations.

NOTE 2

Procurement and Supply Officer/Senior Procurement and Supply Officer will be required to possess a Diploma in Procurement and Supply Management or a Certificate in Procurement and Supply Management whichever applicable from a recognized institution to be eligible for consideration for promotion as Principal Procurement and Supply Officer.

Note :

1. *The onus for the submission of written evidence of experience claimed and equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.*
- 2: *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable, relevant documentary evidence of all experience claimed.*
3. *Candidates are informed that they may be out posted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

III. DUTIES:

1. To be responsible to the Chief Executive through the Financial Controller and the Principal Procurement and Supply Officer for all matters relating to the procurement and supply of stores for the Council.
2. To carry out and/or assist in the appraisal and review of organizational set-up, systems and procedures related to supply and warehouse operations in the Council and make necessary recommendations.
3. To assist in formulating proposals to review procurement procedures for consideration by Procurement Policy Office.
4. To organize and manage procurement and supply activities
5. To provide on-the-job training to officers working under his/her responsibility.
6. To perform procurement, warehousing and stock control duties in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force as appropriate.
7. To prepare or assist in the preparation of documents for the launching of the appropriate procurement exercises in line with the Public Procurement Act 2006 and Regulations.
8. To attend Council and Committee meetings as and when required.
9. To prepare estimates appraisal and review exercise related to procurement, supply and warehousing operations.
10. To attend to audit queries on procurement and supply issues, provide material for the proper replies and to take corrective measures as directed.
11. To manage the award of contracts.
12. To be responsible for the proper running of the Computer System in Procurement Unit where appropriate.
13. To make use of ICT in the performance of his duties.
14. To carry out continuous and year-end stock taking accordingly.

15. To ensure that:
 - i. records regarding purchase, supply and delivery of stock items are kept up-to-date; and
 - ii. the level of stocks are maintained and renewed.
16. To keep proper records for requisitions, quotations and purchase, etc and input data on the Computerised system.
17. To be in charge of or to assist in the organization, supervision and management of warehouses in the Council.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from the Procurement and Supply Officer/Senior Procurement and Supply Officers in the roles ascribed to them according to their postings.

Note 1:

Procurement and Supply Officer/Senior Procurement and Supply Officers may be required to take charge of the Procurement and Supply Section and in such cases, they will be responsible for the smooth functioning of the Section.

Note 2:

In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

IV. MODE OF APPLICATION:

- (i) Qualified candidates should submit their applications on **LGSC Form 7a** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side and from any other Local Authority.

Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address:
<https://lgsc.govmu.org>

- (ii) Candidates should submit their applications in **duplicate**, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their respective Responsible Officer, who will forward it to the Commission within a week after the closing date.
- (iii) Candidates are advised to read carefully the '**NOTES AND INSTRUCTION TO CANDIDATES**' before filling in the application form.
- (iv) The envelope should be clearly marked on the top left-hand corner:

**"Post of Procurement and Supply Officer
/Senior Procurement and Supply Officer
Local Government Service."**

V. CLOSING DATE:

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m. on Monday 07 July 2025.**

IMPORTANT

- (i) *Qualifications/equivalence of qualifications and recognition of institution obtained after closing_date will not be accepted. Only qualified persons should apply.*
- (ii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) *Applications not made on the prescribed form will not be considered.*
- (iv) *Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary of the Commission in time lies solely on applicants.*
- (v) *The Commission reserves the right: -*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview*

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 24 June 2025