

MAHATMA GANDHI INSTITUTE

VACANCY

The Mahatma Gandhi Institute is inviting applications from suitably qualified candidates who wish to be considered for temporary employment at the level of **PRINCIPAL PROCUREMENT AND SUPPLY OFFICER**.

Candidates should have served at the level of Senior Procurement and Supply Officer or Principal Procurement and Supply Officer in government or parastatal bodies and should reckon at least three years` experience in the grade of Senior Procurement and Supply Officer.

They should also:

- (i) have the ability to lead and motivate a team of employees;
- (ii) have good organizing and administrative skills and training potentialities; and
- (iii) be able to interact with employees at all levels.

The selected candidate will draw salary at the flat rate of Rs 33,425/- monthly plus salary compensation at approved rates, during the period of employment. However, the salary payable will be negotiable within the salary scale from Rs 33,425/- to Rs 51,575/- depending on the selected candidate`s present salary / experience.

DUTIES:

1. To be responsible for the proper running of the Procurement and Supply Section and the day-to-day conduct of procurement, supply and warehouse operations.
2. To advise on all matters related to procurement and supply management.
3. To ensure that all procurement, supply and warehouse operations are carried out with due regard to economy, efficiency and effectiveness and in compliance with the relevant provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act and guidelines / procedures / rules issued by the Public Procurement Office and as per procedures set by the MGI Council.
4. To carry out or to assist in the appraisal and review of organizational set up, systems and procedure related to procurement, supply and warehouse operations in the MGI and make necessary recommendations.
5. To use ICT in the performance of his duties.
6. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Principal Procurement and Supply Officer in the roles ascribed to him.

MODE OF APPLICATION:

Application forms and further details for the posts are available at the Reception Counter of the Mahatma Gandhi Institute, Moka and Rabindranath Tagore Institute, Ilot, Pamplemousses. The form can also be downloaded from the MGI Website: on <http://www.mgirti.ac.mu>

Applications should be made on the prescribed forms and returned, duly filled in together with photocopies of birth certificate, marriage certificate (where applicable), valid certificate of character and educational certificates, so as to reach the office of the Director-General (MGI & RTI), Mahatma Gandhi Institute & Rabindranath Tagore Institute, Moka, not later than **Tuesday 24 April 2018 at 3.30 p.m.**

Applicants should produce written evidence of equivalence of qualifications, and of knowledge claimed.

The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence of Certificate, as appropriate, by the closing date.

Incomplete and/or inaccurate application forms or application not made on the prescribed forms will not be considered.

The post applied for should be clearly marked on the top left-hand corner of the envelope.

The Mahatma Gandhi Institute reserves the right:

- (i) to call only the best qualified candidates for interview and**
- (ii) not to fill the vacancy as a result of this advertisement.**

Date: 04 April 2018

Moka
Tel No. 403 2000