



BEACH AUTHORITY

NOTIFICATION OF VACANCY

VACANT POST:

- Procurement and Supply Officer (**On contract**)

The Beach Authority (BA), established by the BA Act 2002, is a body corporate falling under the aegis of the Ministry of Environment, Solid Waste Management and Climate Change. The objective of the Authority is to ensure an integrated approach in the proper control and management of public beaches both in Mauritius and Rodrigues. **The Beach Authority is an equal opportunity employer.**

MODE OF APPLICATION:

As regards to application form (which may also be available at the Authority), qualifications, experience, list of duties, salary scale and other relevant information, please visit the Authority's website: <http://www.beachauthority.mu>

Appointment to the post will be on a contract basis for an initial period of one year, renewable subject to satisfactory service. Consideration may also be given for appointment to the post on the permanent and pensionable establishment of the Beach Authority subject to satisfactory service.

Interested candidates should send their application on the prescribed form duly filled in together with photocopies of all certificates, driving licence (where applicable) and evidence of experience claimed together with a recent passport size photograph to the **General Manager, Beach Authority, 7th Floor, Ebene Heights Building, Ebene Cybercity, Ebene.**

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

NOTE:

1. Candidates should produce written evidence of knowledge and experience claimed.
2. **The Onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates.**
3. Only the best qualified candidates will be called for the interview.
4. Incomplete inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
5. Applications not made on the prescribed form will not be considered.
6. 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 General Manager in time lies solely on applicants.
7. The Authority reserves the right:
 - (a) not to make any appointment following this advertisement
 - (b) to convene only the best qualified candidates for interview

Closing Date: 04 March 2024 @ 1500hrs

13 February 2024

BEACH AUTHORITY

POST: Procurement and Supply Officer (on contract)

Salary is negotiable which will be commensurate to proven relevant experience within the salary scale as per PRB Report 2021

Note:

Salary Scale: Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 (PRB 2021)

Qualifications:

A. Diploma in Procurement and Supply Management from a recognized institution

or

Alternative equivalent qualifications acceptable to the Beach Authority.

B. At least 2 years' experience in procurement and supply duties;

Note:

Candidates should: -

- i. possess interpersonal, communication and organising skills;
- ii. be computer literate and conversant with relevant computer softwares and legislations relating to procurement & supply;
- iii. possess good analytical and problem-solving skills; and
- iv. able to work under pressure.

Candidates should produce written evidence of knowledge/ experience claimed.

Duties:

1. To be responsible to the General Manager for the technical aspects of his duties.
2. To organize and manage the procurement and supply activities of the Authority.
3. To be responsible for procurement and supply, storekeeping and stock control duties.
4. To prepare reports on procurement activities and maintain contract agreements.
5. To carry out test checks and report on discrepancy.

6. To keep and update store records.
7. To assist the Accounting Technician/Accounts Officer in the appraisal and review exercise related to procurement, supply and warehouse operations.
8. To receive materials into stores and ensure that they comply with requisition orders and are in good conditions.
9. To guide and supervise subordinate staff.
10. To be responsible for the monitoring and issue of all store items.
11. To maintain the store ledger up-to-date and ensure that physical quantities tally with quantities indicated in ledger.
12. To use ICT in the performance of his duties.
13. 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 Procurement and Supply Officer in the roles ascribed to him.

Date: 19 September 2023

Rm/lc/sc