

## **TRUST FUND FOR SPECIALISED MEDICAL CARE - CARDIAC CENTRE**

### **Vacancy**

Applications are invited from suitably qualified candidates who wish to be considered for appointment as:

#### **PROCUREMENT AND SUPPLY OFFICER**

##### **I. AGE LIMIT:**

Candidates, unless already in the Service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

##### **II. QUALIFICATIONS:**

- A.** A Cambridge Higher School Certificate.
- B.** A Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution.
- C.** Candidates should reckon at least four years' experience in Procurement and Supply.
- D.** Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

##### **E.** Candidates should:

(i) be conversant with Procurement and Supply Management including basic principles in Procurement, Supply and Warehouse Operations and any other relevant financial and supplies regulations.

(ii) have good interpersonal and communication skills; and

(iii) have initiative and judgement in problem solving.

##### **III. DUTIES:**

- 1.** To be responsible to the Executive Director through the Administrative Secretary for the technical aspects of their duties.
- 2.** To flag non-compliance and misinterpretation of existing rules and regulations to the Executive Director through the Administrative Secretary.
- 3.** To organise and manage procurement and supply activities or to assist in such activities at the Trust Fund.

4. 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 and other regulations in force as appropriate.
5. To assist the Executive Director in the appraisal and review exercises related to procurement, supply and warehousing operations.
6. To use ICT in the performance of his duties.
7. 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.

**VI. SALARY:**

The permanent and pensionable post carries salary in a scale of Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

**V. MODE OF APPLICATION:**

Candidates should submit their application on the Prescribed Form available along with relevant copies of Professional Certificates/relevant certificates to the under-mentioned address in hard copy **by registered post not later than 1500 hours on Friday 29 April 2022.**

The Trust Fund for Specialised Medical Care, Cardiac Centre reserves the right to convene only the best-qualified candidates for interview.

**Note:**

- (i) The Trust Fund for Specialised Medical Care reserves its rights not to make any appointment as a result of this exercise.
- (ii) Only the best qualified candidates will be considered for interview.
- (iii) Late/incomplete application or application not made on the prescribed application form will not be considered.
- (iv) Inaccurate or incomplete filling of the application form or non-submission of photocopies of required certificates may entail elimination of the applicant.
- (v) The applicants should submit their Certificate of Character together with the application form.

**Trust Fund for Specialised Medical Care  
Cardiac Centre  
Pamplemousses  
Mauritius  
Phone No: (230) 2438220/2438110**

Date: 09 April 2022