

SMALL FARMERS WELFARE FUND
VACANCY FOR THE POST OF ASSISTANT PROCUREMENT AND
SUPPLY OFFICER

Applications are invited from qualified candidates for the post of Assistant Procurement and Supply Officer

Qualifications: By selection from among employees in the grade of Clerk/Word Processing Operator on the establishment of the Small Farmers Welfare Fund who -

- (i) reckon at least four years' service in a substantive capacity in the grade;
- (ii) are conversant with Procurement and Supply Management including basic principles in procurement, supply and warehouse operations and any other relevant financial and supplies laws/regulations;
- (iii) have good interpersonal and communication skills; and
- (iv) have initiative and judgment in problem solving.

NOTE

In the absence of qualified employees, by selection from among officers in the grades of Clerical Officer/Higher Clerical Officer, Officer, Clerk and Clerk/Word Processing Operator in the Public Service and Parastatal Bodies who are computer literate and possess -

- (i) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or in six subjects including English Language with at least Grade C in any one subject; and
- (ii) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

equivalent qualifications to (i) and (ii) above acceptable to the Board.

- (iii) reckon at least four years' experience in procurement and supply duties.
- (iv) good interpersonal and communication skills; and
- (v) initiative and judgment in problem solving

Qualification at (i) under 'NOTE' should have been obtained prior to qualifications at (ii) under 'NOTE'.

Duties:

1. To perform procurement, storekeeping and stock control duties in accordance with regulations in force.
2. To ensure the smooth functioning of the store of the Fund.
3. To carry out daily test checks and report any discrepancy arising out of loss, shortage, deterioration, surplus, etc.
4. To keep and update store records.
5. To verify that physical quantities tally with quantities in stores ledger.
6. To prepare tender documents.
7. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
8. To submit return of all unserviceable stores, dormant stores and return to stores.
9. To assist in any assignment related to procurement, supply and warehouse operations.
10. To keep proper records of all receipts and issues of stores and stationery.
11. To liaise with the officer-in-charge of the Finance Division in connection with the preparation of the estimates of the Stores Division.
12. To make use of 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 Assistant Procurement and Supply Officer in the roles ascribed to him.

Salary: Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450

Age Limit

Candidates, unless already in Service, should **not** have reached their 45th birthday by the closing date for submission of applications.

Mode of Application

Application giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details as well as **ONUS** of equivalence of qualifications where applicable, on the prescribed Application Form should be submitted to the Manager at the above address not later than **Friday 19 April 2024 at 3.00 p.m.** The prescribed application form is available during office hours (weekdays only) at the Head

Office of the Small Farmers Welfare Fund, 2nd Floor, MCIA (ex-FSC) Building, St. Pierre, or on the website of the SFWF <http://sfwf.govmu.org>.

30 March 2024