

NYC 23 / 24 / HRO

POST : PROCUREMENT AND SUPPLY OFFICER
(On contract basis - 1 year, Renewable)

SALARY : Rs 24 475



Helvetia Youth Hub
Helvetia
St Pierre 81405

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QUALIFICATIONS:

- a) Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of education "Advanced Level".
- b) Diploma in Procurement and Supply Management or an equivalent qualification from a recognised institution acceptable to the Council.
- c) Candidates should -
 - (i) have a good knowledge of policies, rules and regulations relating to procurement and supply;
 - (ii) possess good interpersonal and communication skills; and
 - (iii) possess good analytical and problem-solving skills

AGE LIMIT

Candidates should have reached their 18th birthday and should not have reached their 48th birthday by the closing date for the submission of application.

DUTIES

1. To advise the Secretary on the technical aspects of his / her duties.
2. To flag non-compliance and misinterpretation of existing rules and regulations to the Secretary.
3. To organise and manage procurement and supply activities or to assist in such activities in the Council.
4. To perform procurement, warehousing and stock control operations and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and all existing regulations under the Public Procurement Act 2006 and other regulations and directives in force, as appropriate.
5. To assist in the appraisal and review exercises related to procurement, supply and warehouse operations.
6. To be in charge of the day-to-day conduct of procurement and supply, warehouse and stock control operations.
7. To assist committees and meetings relating to Procurement matters.
8. To use ICT in the performance of his/her duties.
9. 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 / her.

NOTE

1. Procurement and Supply Officer may be required to follow appropriate courses to make them conversant with relevant computer packages.
2. Candidates should produce written evidence of knowledge claimed.
3. Appointment to the above-mentioned posts will be on a contract basis for an initial period of one year, renewable subject to satisfactory service.

MODE OF APPLICATION

1. Job information and Application Form may be obtained at the National Youth Council Office, Helvetia Youth Hub, Helvetia, Saint Pierre or on the website <https://nyc.govmu.org/#downloads>
2. Only qualified persons should apply and should submit their application on the prescribed Application Form **ONLY**.
3. Envelopes should be clearly marked on the top left-hand corner the post applied for.
4. Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
5. Copies of Birth and Educational certificates should **NOT** be submitted with the application, but applicants should produce originals if and when called upon to do so.
6. Applications should reach the Secretary, National Youth Council, Helvetia Youth Hub, Helvetia, Saint Pierre not later than **16:00 hours on 26 April 2024** through registered post **ONLY**. Applications obtained after the closing date and time will **NOT** be considered.

THE NATIONAL YOUTH COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT FOLLOWING THIS ADVERTISEMENT.

05 April 2024