

1. POST: PROCUREMENT AND SUPPLY OFFICER

(On contract basis 1 Year Renewable)

SALARY: Rs 34160 plus Compensation at approved rates

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) Degree in Procurement and Supply Management or an equivalent qualification from a recognised institution acceptable to the Council;
- c) At least 1 year's experience in procurement and supply duties; and
- d) 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 aptitudes.

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 applications.

An end-of-contract gratuity in lieu of pension payable at the rate of two months' salary on completion of 12 months' satisfactory service.

DUTIES

- 1. To be responsible to the Secretary for the technical aspects of his/her duties.
- 2. To organize and manage the procurement and supply activities of the Council.
- 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 discrepancies.
- 6. To keep and update store records.
- 7. To assist the Secretary in the appraisal and review exercise related to procurement, supply and warehousing.
- 8. To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
- 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.

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.

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. Qualified persons should submit their applications 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, Educational certificates, evidence of Experience claimed and Certificate of Character should be submitted with the application, but applicants should produce originals if and when called upon to do so. In case you do not currently have a Certificate of Character, you are required to produce the receipt regarding application made for the Certificate of Character.
6. Applications should reach the Secretary, National Youth Council, Helvetia Youth Hub, Helvetia, Saint Pierre not later than **16:00 hours on Monday 14 September 2026** through registered post or hand delivered to the above-mentioned address. Applications obtained after the closing date and time will **NOT** be considered.

Appointment to the above-mentioned post will be on a contractual basis for an initial period of one year, renewable subject to satisfactory service.

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

31 AUGUST 2026