



NATIONAL ENVIRONMENT CLEANING AUTHORITY

NOTICE OF VACANCY 06 MARCH 2024

The National Environment Cleaning Authority (NECA) is inviting applications from suitably qualified candidates for the filling of the post of Assistant Procurement and Supply Officer.

Salary Scale: Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450

Qualifications:

- A. By selection from among officers in the Public Sector who –
- (i) possess a Cambridge Higher School Certificate or Passes in at least two subjects at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board of the National Environment Cleaning Authority; and
 - (ii) reckon at least four years’ service in a substantive capacity.
- B. Candidates should –
- (i) have a good knowledge of rules and regulations relating to management of procurement and supply in the Public Service;
 - (ii) possess effective analytical and problem-solving skills;
 - (iii) possess effective interpersonal and communication skills; and
 - (iv) be conversant with relevant computer software’s and legislation relating to procurement and supply.

Age Entry Limit: For the above post, candidates should not have reached their **45th** birthday by the closing date for the submission of applications unless already in service in the Public Sector.

Experience: At least 4 years’ experience.

Note:

- (a) Qualified candidates should submit their applications on the National Environment Cleaning Authority's prescribed Application Form which **can be obtained as from Wednesday 13 March 2024** at the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
- (b) The Notice of Vacancies and the National Environment Cleaning Authority Application Forms as well as other details regarding qualifications, duties, etc. are available at the seat of the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
- (c) The closing date for the submission of applications in respect of above-mentioned post is on **Tuesday 02 April 2024 by 15.30 hours.**
- (d) Candidates should attach documentary evidence of qualifications and work experience claimed failing which consideration would not be given to the application.
- (e) Only the best qualified candidates will be convened for interview. Late applications will not be considered.
- (f) Assistant Procurement and Supply Officers may be required to take charge of small units in the different zones and in such cases, they will be responsible for the proper running of the unit and for the day-to-day conduct of procurement and supply, warehouse and stock control operations.
- (g) The National Environment Cleaning Authority reserves the right to convene the best qualified candidates for the selection exercise and / or not to proceed with the above vacancy following this advertisement.

Duties for the post of Assistant Procurement and Supply Officer

1.	To perform procurement and supply, warehouse and stock control operations and maintain updated records of transactions in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate.
2.	To assist in any assignment related to procurement and supply, warehouse and stock control operations.
3.	To operate e-procurement and inventory management systems.
4.	To perform procurement and supply duties in accordance with the Public Procurement Act, and its subsequent amended regulations.
5.	To be responsible for the storekeeping and stock control duties in accordance with the provisions laid down in approved rules and procedures.
6.	To keep and update stores records.
7.	To prepare tender documents.
8.	To receive materials into stores and ensure that they comply with requisition orders and are in good condition.
9.	To submit return of all unserviceable stores, dormant stores and return to stores.
10.	To use ICT in the performance of his duties.
11.	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.