

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 88 OF 2011**

**Vacancy for the post of Assistant Procurement & Supply Officer**

**Local Government Service**

***(Details of this advertisement are also available at <http://lgsc.gov.mu>)***

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for appointment as Assistant Procurement & Supply Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 12,300 x 300 - 13,800 x 400 - 15,000 x 500 - 16,000 x 600 - 22,000 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs. 12,300 a month plus salary compensation at approved rates.

**2. Qualifications :**

**A. *By selection from among serving officers in the grades mentioned hereunder and who reckon at least four years' service in a substantive capacity:***

- (i) Assistant Stores Officer;***
- (ii) Clerical Officer/Higher Clerical Officer;***
- (iii) Clerk/Word Processing Operator; and***
- (iv) Library Clerk***

**B. *Candidates should be computer literate and demonstrate:***

- (a) their knowledge of Procurement and Supply Management including basic Principles in Procurement, Supply and Warehouse operations and any other relevant Financial and Supplies Laws/Regulations and their ability to apply them; and***
- (b) their potential and ability for procurement supply and warehouse operations.***

**3. Duties :**

1. To perform Procurement activities, warehousing and stock control duties in accordance with existing rules and regulations.
2. To assist in any assignment related to procurement, supply and warehouse operations.
3. To be responsible for the good running and housekeeping of stores.
4. To notify the Procurement and Supply Officer for the renewal of stock.
5. To keep a material Reception Book for all articles received at the Store.
6. To issue goods, materials and other articles as requested by the various spending departments upon duly signed issue vouchers ensuring that whenever possible, used or damaged goods are returned and appropriate records are kept before destruction in the presence of Auditors.
7. To keep all materials under lock and key.
8. To ensure that materials received are in accordance with specifications asked by departments.
9. To carry out year end stock taking.
10. To be fully conversant with stores, financial regulations and computer procedures.
11. To check Master list of Stock items, and to ensure that it is kept up to date, taking into account Exceptions report for making necessary adjustments.
12. To attend Council and Committee meetings as and when required.
13. To use ICT in the performance of his duties.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from incumbents in the roles ascribed to them according to their posting.

#### 4. Mode of Application

Qualified candidates should submit their applications:

(i) (a) Either

on LGSC Form 7 which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) Or

online through the website of the LGSC at <http://lgsc.gov.mu> or through the Government Citizen Portal at <http://citizen.gov.mu>

**Note 1:** Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above mentioned address.

**Note 2:** Prospective candidates wishing to submit their applications online may also call on weekdays either at the seat of the Local Government Service Commission from 13.00 hours to 15.00 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

**Note 3:** Acknowledgement of application will be made as far as possible by email.

(ii) Candidates should submit their applications in duplicate, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

(iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.

(iv) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Assistant Procurement & Supply Officer,  
Local Government Service ”**

5. **Closing Date**

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m on Monday 9 January, 2012.**

**IMPORTANT**

- (i) Qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iii) Applications not made on the prescribed form will be rejected.
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.
- (v) The Commission reserves the right not to make any appointment following this advertisement.

**Local Government Service Commission  
Louis Pasteur Street  
FOREST SIDE**

**Date: 20 December, 2011**