

PROCUREMENT AND SUPPLY CADRE

- 18.63 The Procurement and Supply services are regulated by the Public Procurement Act 2006 and by the Financial Management Kit. Officers of the Procurement and Supply cadre are responsible for the timely procurement and supply of goods, works and services for the smooth running of Government's business and for ensuring that the procurement function complements and enhances the overall goals of Ministries/Departments.
- 18.64 The aims of officers of the cadre are, among others, to: promote efficient and effective public procurement and supply systems based on international best practices; review and maintain effective warehousing and disposal process; contribute to the economic development of Mauritius; provide equal opportunity/treatment to all suppliers and bidders; and ensure transparency in the procedures, processes and decision relating to public procurement.
- 18.65 As head of the cadre, the Director (Procurement and Supply) is responsible for ensuring that the procurement and supply process of goods, works, consultancy services and other services are carried out in compliance with the provisions laid down in the Financial Management Kit, the Public Procurement Act and other regulations in force and that procurement and supply reforms are implemented in an effective and efficient manner. He is assisted in the discharge of his duties by the Deputy Director (Procurement and Supply).
- 18.66 The Procurement and Supply cadre also comprises: the Manager (Procurement and Supply), Assistant Manager (Procurement and Supply), Procurement and Supply Officer/Senior Procurement and Supply Officer and evanescent grades of Senior Procurement and Supply Officer and Assistant Procurement and Supply Officer. Officers in these grades service different Ministries/Departments but operate under the responsibility of the Ministry of Finance and Economic Development.
- 18.67 In the context of this Review, representations have been made for the upgrading and alignment of salaries, restyling/merging of grades, creation of additional level and provision of duty free facilities. During consultations, parties were apprised that grades are created on functional needs basis whereas the issue of upgrading/alignment of salaries are considered against the Bureau's framework of pay determination. As regards the provision of duty free facilities, stakeholders were informed that this would depend on the survey findings on Travelling by car.
- 18.68 The proposals have been thoroughly examined and particular attention has been paid to the traditional parity that exists among the Procurement and Supply, Finance and Human Resources cadres. As a sequel to changes brought in the structures of the Finance and Human Resource cadres and further to representations received, the Procurement and Supply cadre is being

consolidated with the creation of an additional level and restructured, making it more amenable to the efficient and effective delivery of procurement and supply services. Provision is also being made for supporting staff to assist officers of the Cadre.

Principal Procurement and Supply Officer (New Grade)

- 18.69 In view of the evanescence of the grade of Senior Procurement and Supply Officer (Personal), both the official and the staff side have expressed their concern over the continued operational effectiveness of the Procurement and Supply Section in Ministries and Departments.
- 18.70 They have represented that the phasing out of this level would create a gap between the Assistant Manager (Procurement and Supply) and Procurement and Supply Officer/Senior Procurement and Supply Officer in terms of supervision, control and monitoring which would impact on the smooth functioning of procurement activities in warehouses and adversely affecting delivery of service. Moreover, it has also been submitted that much difficulty is currently being encountered to allocate the supervisory functions in the warehousing sections of Ministries/Departments.
- 18.71 After considering the above arguments, the Bureau is providing an additional level to ensure the smooth flow of the procurement and supply services.

Recommendation 15

- 18.72 **We recommend the creation of the grade of Principal Procurement and Supply Officer. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer possessing: either a Diploma in Purchasing and Supply Management reckoning at least two years' service in a substantive capacity in the cadre or a Certificate in Purchasing and Supply Management from a recognised institution obtained before 30 June 2008 together with at least seven years' service in a substantive capacity in the cadre.**
- 18.73 Incumbent would be required, *inter alia*, to: be in charge of warehouse operations in Ministry/Department; perform procurement and warehousing operations in compliance with the Financial Management Kit and Public Procurement Act and Regulations; and formulate proposals for review of procurement procedures to the Procurement Policy Office, as may be required.

Assistant Manager (Procurement and Supply) (Future Holder)

- 18.74 With the creation of the grade of Principal Procurement and Supply Officer and to address issues of salary levelling, consequential amendments need to be brought in the grading structure of the Procurement and Supply cadre. **We, therefore,**

recommend that a grade of Assistant Manager (Procurement and Supply) (Future Holder) with new entry requirements be established.

Recommendation 16

- 18.75 We recommend that the grade of Assistant Manager (Procurement and Supply) (Future Holder) should be filled by selection from among Principal Procurement and Supply Officers (New Grade) possessing a Degree in Purchasing and Supply Management and reckoning an aggregate of at least four years' service in a substantive capacity in the grade or an aggregate of four years' in the grades of Procurement and Supply Officer/Senior Procurement and Supply Officer and Principal Procurement and Supply Officer (New Grade).**
- 18.76 We further recommend that the grade of Assistant Manager (Procurement and Supply) carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Procurement and Supply Officer (Personal) now restyled Principal Procurement and Supply Officer (Personal to officers in post as at 31.12.15) until complete phasing out of the latter grade. Thereafter the grade of Assistant Manager (Procurement and Supply) should be made evanescent.**
- 18.77 We also recommend that the grade of Manager (Procurement and Supply) should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 and reckoning at least three years' service in a substantive capacity in the grade. On complete phasing out of the latter grade, the grade of Manager (Procurement and Supply) should thereafter be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) (Future Holder) reckoning at least three years' service in a substantive capacity in the grade.**

Procurement and Supply Officer/Senior Procurement and Supply Officer

- 18.78 At present, Procurement and Supply Officer/Senior Procurement and Supply Officers are allowed to move incrementally in the master salary scale up to salary point Rs 39275 subject to certain conditions. We are maintaining this recommendation and revising the salary point.**

Recommendation 17

- 18.79 We recommend that Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Purchasing and Supply**

Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 be allowed to proceed incrementally in the master salary scale up to the revised salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Posting of Management Support Officer

18.80 Both Management and Union members have submitted that the Procurement and Supply Officer/Senior Procurement and Supply Officers are required, over and above their normal schedule of duties, to perform some tasks of a clerical nature which take much of their time at the expense of their more demanding technical responsibility.

18.81 Representation has therefore been made for the creation of a level to provide assistance to officers in the procurement and supply section.

18.82 We have carefully examined the proposal and consider that it would be more apt to post an officer belonging to the General Services grade to provide the necessary assistance.

Recommendation 18

18.83 We recommend that, subject to the volume and demand of the work in their respective procurement and supply section, Management should consider the advisability of posting officers in the grade of Management Support Officer to provide the basic support services therein.

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SALARY SCHEDULE

Salary Code	Salary Scale and Grade
21 095 097	Rs 86000 x 3000 – 92000 Director (Procurement and Supply)
21 075 089	Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450 Deputy Director (Procurement and Supply)

Salary Code	Salary Scale and Grade
21 070 085	Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Manager (Procurement and Supply)
21 064 082	Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075 Assistant Manager (Procurement and Supply)
21 064 081	Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Assistant Manager (Procurement and Supply) (Future Holder)
21 058 078	Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575 Principal Procurement and Supply Officer (Personal) <i>formerly Senior Procurement and Supply Officer (Personal to officers in post as at 31.12.12)</i>
21 058 074	Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 Principal Procurement and Supply Officer (New Grade)
21 050 071	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 Procurement and Supply Officer/Senior Procurement and Supply Officer
21 038 063	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Assistant Procurement and Supply Officer (Personal)
