



Mauritius Institute of Education

Réduit

Registrar's Office

7th Floor - MIE Tower,
Email: registrar@mie.ac.mu

Tel : (230) 401 6555
Fax: (230) 454 1037

VACANCY

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Manager Procurement and Supply (on a One-Year Contract)**

QUALIFICATIONS AND EXPERIENCE:

Candidates should:

- possess a Degree in Procurement and Supply Management or Purchasing and Supply Management from a recognized institution or an equivalent qualification acceptable to the Board;
- reckon at least five years' managerial experience in public sector procurement;
- demonstrate sound and comprehensive knowledge of Procurement and Supply Management, particularly in the context of public procurement;
- have demonstrable practical experience in procurement and supply management, including procurement planning, tendering and evaluation, contract management and procurement compliance;
- possess in-depth knowledge and understanding of the legal, regulatory and procedural framework governing public procurement;
- demonstrate the ability to handle complex procurement matters, exercise sound professional judgement and provide appropriate technical and professional advice to Management; and
- demonstrate a level of technical competence, domain knowledge and practical experience commensurate with the responsibilities of the post, comparable to that expected at the Assistant Manager/Manager (Procurement and Supply) level.

Experience in overseeing the Procurement and Supply in the education or related sector will be an advantage.

ROLE AND RESPONSIBILITIES:

To ensure that Procurement and Supply operations are carried out with due regards to economy and value for money in accordance with the relevant Public Procurement Act, any other relevant legislations and regulations.

DUTIES:

The Manager Procurement and Supply shall perform duties assigned by the Institute, including but not limited to:

- advise management on compliance with procurement laws and regulations;
- draft tender documents, oversee bid evaluation and manage the bidding process;
- be responsible for the day-to-day management and operations of Procurement and Supply matters at the Institute;
- supervise the procurement systems of the Institute and provide a fast and efficient response to Management;
- ensure compliance with procurement legislations, regulations, policies and procedures and flag any non-compliance to Management;

- provide on-the-job training and development opportunities for staff to enhance their skills and competencies;
- ensure adherence to the Institute's standards, work ethics and codes of conduct;
- conduct market research and analysis to identify trends, benchmark prices, assess supplier capabilities;
- ensure the timely submission of procurement reports to Management and Authorities, as may be required;
- manage e-procurement and inventory management systems;
- address audit queries related to procurement and ensure readiness for external reviews;
- use ICT in the performance of his duties; and
- 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 Registrar in the role ascribed to him.

DURATION OF CONTRACT: One-year, with the possibility of renewal

SALARY SCALE:

Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 86750 (PRB 2026)

(For contractual Post, salary will be negotiable and other benefits as provided by PRB will be applicable)

MODE OF APPLICATION

Application form for the above post is available at the Reception Counter of the Mauritius Institute of Education (MIE), Reduit. This advertisement and the application form are also available on the website of the MIE on the following address: www.mie.ac.mu.

Application form duly completed in **duplicate copies** and supported by copies of the Birth Certificate, Marriage (where applicable) Certificate, NIC, Academic and Professional Certificates, evidence of working experience claimed, Certificate of Character* and any other relevant documents should reach the **Office of the Registrar not later than 3.30 pm on 09 October 2026**, by registered post or hand delivered. Candidates must produce written evidence of any experience claimed. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests solely on the candidate.

Candidates will be contacted, as far as possible, by e-mail and phone and are therefore advised to submit valid e-mail address as well as a phone number on which they can be easily contacted.

Applications obtained after the closing date will not be accepted. The onus for the submission of applications on time lies solely on applicants.

The **post applied for** should be clearly marked on the **top left-hand corner** of the envelope.

The MIE reserves the right:

- to convene only the best qualified candidates for interview; and
- not to fill the vacancy as a result of this advertisement nor to assign any reason thereof.

** Applicants not possessing Certificate of Character should provide evidence of application of same.*

Ag. Registrar
7th Floor, MIE Tower
Mauritius Institute of Education
Réduit
Tel: 401 6555, Fax: 454 1037
E-mail: officeofregistrar@mie.ac.mu
website www.mie.ac.mu

18 September 2026