



Sugar Investment Trust

Ground Floor, NG Tower, Cybercity, Ebene,
Tel: 406-4747; Fax: 466-6566, Email: info@sit.mu, Website: www.sit.mu

CAREER OPPORTUNITY

PROCUREMENT OFFICER (Reference: SIT/PO/2024)

The **Sugar Investment Trust (SIT)** is a dynamic and fast-growing organisation that has rapidly evolved from a company with activities essentially in the sugar sector to an autonomous establishment with a strong and well diversified portfolio of activities, including leisure activities, renewable energy and a proven track record especially in the property development sector. Our focus is on providing quality service and achieving client satisfaction.

Applications are invited from high calibre professionals, enthusiastic, talented and dynamic for the post of Procurement Officer.

A. GENERAL DESCRIPTION

The job incumbent will report to the Chief Finance Officer and will be responsible:

- (i) for the Procurement Section of the SIT Group;
- (ii) to perform procurement, stock control operations and maintain updates records of transactions in compliance with the organization's policies and procedures; and
- (iii) to assist Management in the approval and review of the organizational set-up, systems and procedures related to procurement of the SIT Group.

B. QUALIFICATIONS

- (i) Possess a Diploma in Purchasing and Supply Management; **OR**
- (ii) Procurement and Supply Management from a recognized institution; **OR**
- (iii) be registered with the Chartered Institute of Procurement and Supply; **OR**
- (iv) an equivalent qualification acceptable to the Board of SIT.

C. CANDIDATE PROFILE

- (i) reckon at least three (3) years' working experience in the procurement field.
- (ii) possess strong managerial, supervisory, organising and analytical skills.

- (iii) have excellent communication and interpersonal skills.
- (iv) Have a good command of the English and French language.
- (v) be able to work under pressure; handle multiple assignments; manage critical path and meet deadlines.
- (vi) have a high degree of professional ethics, integrity and confidentiality.
- (vii) Be IT literate.

D. REMUNERATION

An attractive salary package which will be commensurate with qualifications and experiences.

E. JOB SPECIFICATION:

- (i) To ensure that the Procurement Section is being managed effectively and efficiently.
- (ii) To implement and manage a computerised system pertaining to procurement and an e-procurement system for the SIT Group.
- (iii) To ensure that the provisions are complied with in all matters regarding procurement and award of Contracts, in conformity with the organisation's procedures.
- (iv) To guide and supervise the Procurement Section of SIT Group on procurement matters.
- (v) To prepare and scrutinize bidding documents for specialised large and complex projects of SIT Group and ascertain that the estimated costs and procurement plans are realistic.
- (vi) To receive, register and open bids deposited in the Tender Box as per established procedures.
- (vii) To register all bids received at Opening of Bids, prepare Minutes of Proceedings and list of bids received for official records.
- (viii) To assist:
 - (a) Management in setting the team of evaluators, arranging for pre-evaluation meetings with Evaluators and preparing brief and Gantt Chart for monitoring of time allocated for evaluation;
 - (b) the Bid Evaluation Committee during the evaluation and ensure that the procedures are in line with guidelines established;
 - (c) Management in scrutinizing bid evaluation reports and the recommendation of the Bid Evaluation Committee prior to submission to Board for a decision; and
 - (d) in the preparation and publication of periodic reports.
 - (e) Management in dealing with audit/other queries related to procurement and supply issues.
- (ix) To arrange for the publication of bid documents and bid notices.
- (x) To ensure that payments of Evaluators are made as per standing instruction of the SIT Group.
- (xi) To prepare Board Papers pertaining to procurement of goods/services.
- (xii) To perform other duties related to the main duties listed above or to the delivery of the output and results expected from the Procurement Officer and/or cognate duties as may be assigned by the Chief Finance Officer.

F. MODE OF APPLICATION

Candidates should send their applications duly accompanied by photocopies of their certificates/references, curriculum vitae by registered post not later than **Tuesday 11th June 2024 by 16:30hrs** to the Team Leader – HR / Admin, Sugar Investment Trust, Ground Floor, NG Tower, Ebène, 72201.

Envelopes should be clearly marked with the respective post applied on the top left corner.

Notes:

- Candidates may be requested to submit a Certificate of Character;
- Salary in respect of the above-mentioned posts will be negotiable;
- Late applications and applications sent by email will not be considered;
- Only the best candidates will be called for an interview; and
- SIT reserves the right not to make any appointment following this advertisement.

Date: 10th May 2024