

EXPRESSION OF INTEREST (EOI)

Engagement of Manager, Procurement and Supply (Contract)

The Outer Islands Development Corporation (OIDC) invites Expressions of Interest from suitably qualified, experienced and dynamic professionals for the position of Manager, Procurement and Supply.

Salary

The Corporation reserves the right to negotiate the remuneration package with the selected candidate, taking into consideration the salary structures applicable within comparable public sector organisations, the provisions of the PRB Report 2026, and relevant qualifications and experience.

Duties and Responsibilities

The successful candidate shall report directly to the General Manager and shall be responsible for the overall management of the Procurement and Supply Section. The successful candidate shall, inter alia:

- a) Ensure that procurement and supply operations are carried out in accordance with the Public Procurement Act, applicable regulations, the Financial Management Kit and other relevant Government instructions.
- b) Manage and supervise the day-to-day operations of the Procurement and Supply Section.
- c) Plan, organise and coordinate all procurement and supply activities of the Corporation.
- d) Exercise overall responsibility for the management and control of the Corporation's stores.
- e) Oversee the receiving, inspection, handling, storage, packing, dispatch and clearance of stores and materials.
- f) Ensure the timely shipment of stores and supplies to Agalega and the proper clearance of products received from the islands.
- g) Supervise inventory management, stock control, bookkeeping and stock verification exercises.
- h) Prepare and ensure the timely issue of quotations, bidding documents, procurement reports and related documentation.
- i) Conduct market research and gather market intelligence on prices, quality and sources of supply.
- j) Advise Management on procurement strategies, procurement planning and contract management to ensure economy, efficiency, effectiveness and value for money.
- k) Identify and report any non-compliance with procurement legislation, policies and procedures.
- l) Review procurement systems and recommend improvements to strengthen internal controls and service delivery.
- m) Establish and maintain effective systems of internal control, record management and security of stores and assets.
- n) Investigate procurement and stores irregularities and recommend corrective measures.
- o) Formulate and implement procurement policies, procedures and operational improvements.
- p) Chair or serve on procurement, evaluation, disposal and related committees as required.
- q) Liaise with suppliers, contractors, Government agencies and other stakeholders to facilitate procurement and supply activities.
- r) Make effective use of information and communication technology in the discharge of duties.
- s) Be available to undertake official assignments in the Outer islands whenever required.



- t) Perform such other duties directly related to procurement and supply management as may be assigned by Management.

Qualifications and Experience

Applicants should possess:

- a) Possess a Degree in Procurement and Supply Management, Purchasing and Supply Management or an equivalent qualification acceptable to the Board.
 - b) Have at least five years' post-qualification experience in procurement and supply management.
 - c) Demonstrate thorough knowledge of the Public Procurement Act, procurement regulations and public procurement procedures.
 - d) Possess sound organisational, administrative and supervisory skills.
 - e) Have excellent communication, interpersonal and leadership abilities.
 - f) Be capable of training, coaching and motivating staff.
 - g) Be proficient in the use of computer applications relevant to procurement and supply management.
- Preference may be given to candidates who have served at the level of Director, Manager, Assistant Manager, Procurement and Supply Officer or Senior Procurement and Supply Officer.
- Experience in a statutory body, parastatal organisation or Government department will be considered an advantage.

Terms of Engagement

The engagement shall be on a one-year contractual basis and is renewable subject to satisfactory performance.

Duty Station

The successful candidate will be based at the Head Office, 2nd Floor, Ken Lee Building, Edith Cavell Street, Port Louis, and shall undertake official travel to the Outer Islands whenever required.

Submission of Expression of Interest

Interested candidates should submit:

- A letter expressing interest in the position.
- A detailed Curriculum Vitae.
- Certified copies of academic and professional qualifications.
- Copies of testimonials related to previous employment.
- Contact details of two referees.
- Any other relevant supporting documents.



Applications should be submitted in a sealed envelope clearly marked:

**"Expression of Interest – Engagement of Manager, Procurement and Supply (Contract)
Ref: OI DC/MPS/2026"**

and addressed to:

The General Manager
Outer Islands Development Corporation
2nd Floor, Ken Lee Building
Edith Cavell Street
Port Louis

Applications should reach the above address **on or before 13 October 2026 at 15:30 hours**.

Closing Date

Expressions of Interest should reach the Corporation not later than **13 October 2026 at 15:30 hours**.
Late applications will not be considered.

Reservation

The Outer Islands Development Corporation reserves the right to:

- accept or reject any Expression of Interest;
- cancel or annul the recruitment exercise at any stage;
- refrain from making any appointment; and
- negotiate the terms and conditions of engagement with the selected candidate, without assigning any reason and without incurring any liability whatsoever.

