**MAURITIUS PORTS AUTHORITY**

**DUTIES FOR: OFFICER (PROCUREMENT & SUPPLY)**

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| **Procurement Section** |
| 1 | To prepare statement of clearance from bill of lading and invoices, compare statement of clearance with vessel’s manifests and make appropriate amendments as necessary. |
| 2 | To assist in the processing of overseas and local purchases by raising appropriate purchase orders and ensuring a constant follow-up. |
| 3 | To prepare bills of entry for customs purposes and submit bills of lading duly endorsed to shipping agents. |
| 4 | To take action for removal of goods from Customs, deal with clearance of goods received by air; and with shipment and clearance of goods. |
| 5 | To liaise with suppliers and user departments in respect of sample and specifications. |
| 6 | To assist in the preparation of bid documents and launching of the bids. |
| 7 | To request clarifications from suppliers for evaluation of bids. |
| 8 | To be responsible for the collection of goods from suppliers. |
| 9 | To be responsible for all follow-up inspections pertaining to purchase order. |
| **Stores Section** |
| 10 | To acknowledge receipt of goods and other items ordered by the Authority. |
| 11 | To ensure that stock items are properly located in the store. |
| 12 | To work with the procurement section to ensure that goods ordered are received promptly. |
| 13 | To liaise with user departments (whenever required) in ensuring that items delivered in the Stores are in line with specifications. |
| 14 | To enter proper records of stock movements in the IT System. |
| 15 | To take appropriate safety measures to prevent loss and deterioration. |
| 16 | To assist in perpetual inventories and annual stock take exercises. |
| 17 | To ensure that Health and Safety policies are adhered to during handling of stock items. |
| 18 | To advise Management on slow moving and obsolete stock for their eventual disposal. |
| 19 | To make arrangements for dispatch of goods to Rodrigues |
| **Procurement & Stores Section** |
| 20 | To conduct such other related duties as assigned |
| 21 | To play an active role in promoting safety and security at the MPA |
| 22 | To adhere to and promote MPA’s corporate values |
| 23 | To contribute to the enhancement of the port environment |