

INTERCONTINENTAL SLAVERY MUSEUM (ISM) MAURITIUS LTD

PUBLIC ADVERTISEMENT No. 2 of 2026

POST OF PROCUREMENT OFFICER

ISM (Mauritius) Ltd, which is a state owned enterprise, responsible for the implementation of the Intercontinental Slavery Museum Project, is inviting applications from suitably qualified candidates who wish to be considered for the post of **Procurement Officer**, on contract, for a period of one-year with the possibility of appointment on a permanent basis.

II. AGE LIMIT

Candidates should not have reached 48 years of age by the closing date for the submission of applications.

III. QUALIFICATIONS AND EXPERIENCE

Candidates should

- a) Degree in Procurement and Supply Management or Logistics or Supply Chain Management from a recognised institution or an equivalent qualification acceptable to the Board;
- b) At least three years' post qualification experience in procurement and supply chain;
- c) Good knowledge of procurement and supply policies and practices and be fully conversant with policies, rules and regulations relating to procurement and supply practices;
- d) Ability to handle complex procurement and supply matters;
- e) Strong leadership, managerial and problem-solving skills;
- f) Ability to work under pressure, within tight schedules;
- g) IT proficient.

Candidates should produce written evidence of the experience/knowledge claimed.

IV. SALARY: Rs 27,000 a month

V. DUTIES AND RESPONSIBILITIES: -

1. To manage the Procurement Section and report on all matters pertaining to procurement and supply to the Administrative Manager.
2. To prepare a Procurement Manual, review same periodically and bring any amendment in future with the approval of the Board.
3. To organise and supervise procurement and supply operations.
4. To supervise the procurement systems of the ISM Mauritius Ltd and ensure timely submission of quotations, bid documents and any relevant documents in relation to procurement and supply.
5. To advise on matters related to procurement and supply management with due regard to economy, efficiency and effectiveness and in compliance with relevant provisions.

6. To estimate and establish cost parameters and budgets for purchases.
7. To supervise and guide subordinate.
8. To flag non-compliance and misinterpretation of existing rules and regulations.
9. To organise and provide training to supporting staff and other employees in procurement, supply and stock control duties.
10. To establish proper systems of control and ensure that adequate security and proper records are maintained.
11. To prepare bidding documents.
12. To implement an e-procurement system.
13. To manage the inventory and store of the ISM Mauritius Ltd and exercise proper stock control for accountability purposes and timely provision of goods and services to the different stakeholders.
14. To assist the Administrative Manager in the appraisal and review of organisational set-up, systems and procedures related to procurement and supply operations of ISM.
15. To devise and implement procedures for the launching of bids for specific projects as per regulations.
16. To conduct market research to identify potential suppliers, negotiate contracts, and evaluate supplier performance.
17. To benchmark items' availability on market and best price.
13. To use ICT in the performance of his/her duties.
14. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Procurement Officer in the roles ascribed to him.

Note: The Procurement Officer shall be required to work after normal working hours, including Sundays and Public Holidays.

VI. MODE OF APPLICATION

- (i) Interested candidates should submit their application form supported by photocopies of their National Identity Card, educational certificates, a detailed CV and documentary evidence of working experience claimed, by registered post or hand delivered addressed to **The Administrative Assistant, ISM Mauritius Ltd, 1 Quay Street, Ex-Labourdonnais Military Hospital, Port Louis, Republic of Mauritius.**
- (ii) Envelopes should be clearly marked on the top left- hand corner "Post of Procurement Officer – ISM/PO2026".
- (iii) This Advertisement is available on the website of the ISM (Mauritius) Limited on https://ismmauritiustd.govmu.org/ism/?page_id=3458

VII. CLOSING DATE

Applications should reach **The Administrative Assistant, ISM Mauritius Ltd, 1 Quay Street, Ex-Labourdonnais Military Hospital, Port Louis, Republic of Mauritius, not later than 15:00 hours on Thursday 07 May 2026, with the following reference mentioned on the envelope: "Post of Procurement Officer – ISM/PO2026". Applications received after the closing date and time will **not** be considered.**

Note:

- (i) The onus for the submission of written evidence of knowledge claimed rests solely on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed, by the closing date.
- (ii) Applications received after the closing date and time will not be accepted.
- (iii) Incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.
- (iv) The ISM (Mauritius) Ltd reserves the right:
 - (a) to convene only the best qualified candidates for interview; and
 - (b) not to make any appointment following this advertisement.

Date: 07 April 2026

**ISM Mauritius Ltd
Ex-Labourdonnais Military Hospital
1 Quay Street, Port Louis
Republic of Mauritius**