

POSITION DESCRIPTION



MANAGER, PROCUREMENT AND LOGISTICS

Position No.	MEL2326
Vacancy Type	Internal & External
Classification	MI 4
Salary Scale	From Rs 55,000 to Rs 100,000
Employment Type	Permanent position
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: https://www.mauritiusmetroexpress.mu/job-vacancies/</p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org</p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - Human Resources Manager Metro Express Ltd Richelieu Branch Road Richelieu 71625</p> <p>The envelope or the title of the email should be clearly marked “Manager, Procurement and Logistics”.</p>
Position deadline	<p>Friday, 03 July 2026 at 15.00</p> <p>Application made without completed MEL Application Form and received after the closing date will not be considered.</p>

Job Title:
Manager, Procurement and Logistics

Reporting Line:
Chief Service Support

Function/Division:
Service Support Division

Location: Richelieu

Qualifications:

- Possess a Bachelor Degree in Procurement, Supply Chain Management, Logistics, Business Administration, Management, Engineering or any other related discipline from a recognised university, or an equivalent qualification acceptable to the Board of MEL.

- b) Have at least seven (7) years of relevant experience in procurement, supply chain, logistics, warehousing, inventory management, contract management or fleet/transport management, including at least five (5) years in a supervisory or managerial capacity.

Attributes:

- (i) Experience in public procurement, tendering, bid evaluation, contract administration, drafting commercial contracts, supplier/contractor management and use of ERP, inventory or procurement systems would be an advantage.
- (ii) supplier/contractor management and use of ERP, inventory or procurement systems would be an advantage.
- (iii) Experience in railway, light rail, public transport, engineering, utilities, heavy maintenance or a safety-critical operational environment would be an advantage.
- (iv) Professional certification in procurement/supply chain (CIPS, CPSM, CPP or equivalent) is preferred.
- (v) Possess strong leadership, planning, negotiation, analytical, problem-solving, report writing and communication skills.
- (vi) Be organised, proactive and able to prioritise competing demands in a dynamic operational environment.
- (vii) Demonstrate integrity, impartiality, confidentiality, accountability and commitment to good governance.
- (viii) Be able to promote teamwork, people development and continuous improvement.

The incumbent shall report to the Chief, Service Support and shall be responsible for the effective management of procurement, warehousing, inventory, logistics, employee transport and fleet-related activities of MEL.

The duties and responsibilities include but not limited to:

1. Lead the procurement and logistics functions, including a team reporting to the Procurement and Logistics Manager.
2. Manage and improve procurement, warehousing and logistics procedures, systems, forms, records and workflows in line with MEL requirements and principles of transparency, accountability and value for money

3. Plan, coordinate and monitor procurement activities for goods, works and services, including critical spares, consumables, equipment, maintenance requirements, outsourced services and transport-related needs.
4. Advise and support user departments in defining requirements, specifications, scope of works, terms of reference, evaluation criteria, procurement timelines and required documentation.
5. Oversee quotation exercises, tendering processes, bid evaluations, recommendations for award, purchase orders, letters of award, contracts and related procurement records.
6. Maintain a procurement tracker, monitor procurement lead times, follow up on pending actions, identify bottlenecks and escalate critical or time-sensitive procurements.
7. Manage supplier and contractor relationships, including performance monitoring, contract renewals, warranty issues, claims, disputes, non-conformities and corrective actions.
8. Manage the warehouse and inventory system, including receipt, storage, preservation, issue and distribution of spare parts, consumables, tools and other materials.
9. Ensure proper stock control, including stock records, stock movements, stock counts, reconciliations, reorder levels, critical spares, obsolete stock, and slow-moving items.
10. Manage logistics arrangements, including inbound and outbound shipments, freight forwarding, customs clearance, deliveries, and related documentation.
11. Manage employee transport arrangements and MEL-owned and/or rented vehicles, including allocation, utilisation, servicing, roadworthiness, licensing, insurance, fuel control, logbooks and emergency or standby vehicle arrangements.
12. Lead and supervise the Procurement and Logistics Section, including allocation of duties, staff performance, coaching, discipline, teamwork, and continuous improvement.
13. Prepare regular reports, statistics, dashboards and key performance indicators on procurement, warehousing, inventory, logistics, transport, fleet, supplier performance, risks, and outstanding actions.
14. Ensure that all procurement, warehousing, logistics, transport, and fleet activities are carried out with due

regard to safety, security, quality, environmental protection, confidentiality, internal control and proper record keeping.

15. Develop and maintain supplier risk register, contingency plans for critical spares and dual-sourcing strategies.
16. Lead digitalisation of procurement and inventory processes , including ERP optimisation and automation of procurement workflows.
17. Implement sustainable procurement practices such as lifecycle cost, fuel efficiency targets and ensure hazardous materials are handled per regulations.
18. Perform such other duties related to procurement, warehousing, logistics, fleet management, transport coordination and service support as may be assigned by the Chief, Service Support or Management.

KPIs for this post

Performance for this post will be against the following KPIs as a minimum:

- Procurement lead time (average days from requisition to delivery)
- Cost savings / cost avoidance (annual % or currency)
- Stock accuracy (target e.g., ≥98%)
- Critical spares availability (target e.g., ≥95% availability)
- Number of procurement non-compliances (target: zero major non-compliances)
- Cycle time for tender evaluations (days)

The above are indicative KPIs and are subject to being updated or revised in terms of No of KPIs or targets.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.

Date: 05 June 2026