POSITION DESCRIPTION

ASSISTANT PROCUREMENT & SUPPLY OFFICER

Position No.	MEL2307
Vacancy Type	Internal & External
Classification	PSI 8
Salary	Rs. 22,200 x 500 – 22,700 x 600 – 27,450 x 800-37,100 x 1,000– 40,100
Employment Type	Permanent position
How to Apply	Online applications are preferred. For online application and downloading Application Form, please visit: https://mauritiusmetroexpress.mu/job-vacancies/?lang=en Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org 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** The envelope or the title of the email should be clearly marked **"Assistant Procurement & Supply Officer".**
Position deadline	Friday 13 November 2026 at 15h00. Application made without completed MEL Application Form and received after the closing date will not be considered.

Job Title:
Assistant Procurement & Supply Officer

Reporting Line:
Manager, Logistics and Procurement

Qualifications:

(i) Possess a relevant degree in Logistics or Supply Chain Management or Purchasing and Supply Management from a recognised University or an equivalent qualification acceptable to the Board of MEL;

Function/Division:
Logistics/Procurement

Location: Ebene/Richelieu

Attributes:

a) A minimum of one-year proven post qualification and hands-on experience in procurement, purchasing or supply chain;
b) Expert and advance negotiation skills and possess good communication skills (both verbal and written) as well as excellent organisational skills;
c) Strong interpersonal skills to assist non-technical individuals with complex technical issues, creative problem-solving skills, and ability to learn new technologies quickly and adapt/cope with fast-paced environment;
d) Excellent interpersonal skills, an inquisitive mind, and the ability to work effectively in a matrix organisation with multiple functions and organisational levels, together with a positive attitude and strong work ethic with high integrity required;
e) Results oriented with the ability to effectively handle multiple priorities, organise workload and meet deadlines.

The incumbent shall be reporting to the Manager, Logistics and Procurement. The duties and responsibilities include but not limited to:

1. To flag non-compliance and misinterpretation of existing rules and regulations;
2. To assist in the organization, supervision, and management of Procurement, Warehousing and Supply Units in MEL;
3. To perform procurement, warehousing and stock control operations and maintain updated records of transactions in compliance with standards and rules on principles including:

i) high quality services;
ii) economy, efficiency, and value for money;
iii) opportunities to compete; and
iv) transparency

4. To assist in the preparation and review of organizational setups, systems, and procedures related to procurement and supply, and warehouse operations of MEL and make necessary recommendations;
5. To assist in formulating proposals to review procurement procedures for considerations by MEL Management;
6. To assist the Head of Finance in the day-to-day conduct of procurement and supply, warehouse and stock control operations;
7. To assist in the processing of audit queries related to procurement and supply issues;
8. To use ICT in the performance of his duties; and
9. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

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

Date: 14 October 2026