

PROCUREMENT AND SUPPLY OFFICER

P 1/3

Côte d'Or National Sports Complex is Mauritius' premier sporting and event destination. The Procurement and Supply Officer will be responsible for managing procurement activities, maintaining supplier relationships, and ensuring efficient and cost-effective procurement of goods and services, while maintaining the highest quality standards.

The Procurement and Supply Officer reports directly to the Senior Procurement and Supply Officer of Mauritius Multisport Infrastructure Limited (MMIL). Out of normal hours of work and work on weekends may be required.

DETAILS

- Permanent full-time
- Excellent package for the best candidate

CRITICAL QUALIFICATIONS AND EXPERIENCE

- Degree in Procurement and Supply Management from a recognized institution or Alternative equivalent qualifications acceptable to the Board.
- At least 2 years' of proven experience in procurement and supply duties

PAY PACKAGE

- Basic Salary: Rs 35,000 and other benefits

KEY DUTIES AND RESPONSIBILITIES

- To assist in the implementation of procurement policies, procedures and guidelines of the company;
- To ensure compliance with established procurement procedures, regulations and relevant legislation;
- To prepare and process requests for quotations, tenders and purchase orders in accordance with approved procedures;
- To assist in the procurement of goods, services and works required by the company in a timely and cost-effective manner;
- To obtain and evaluate quotations from suppliers and prepare comparative statements for recommendation;
- To maintain accurate records of procurement activities, contracts, purchase orders and supplier information;
- To monitor contract performance and delivery schedules and follow up with suppliers to ensure timely delivery of goods and services;
- To assist in sourcing, evaluating and maintaining a database of reliable suppliers and service providers;
- To liaise with user departments in identifying procurement requirements and specifications;
- To verify that goods and services received conform to specifications, quality standards and contractual requirements;
- To perform warehousing, inventory management and stock control functions and maintain updated stock records;

- To monitor stock levels and initiate replenishment actions to avoid stock shortages;
- To manage and update procurement and inventory management systems and databases;
- To assist in the preparation of procurement plans, budgets, reports and statistical returns;
- To monitor market trends, prices and supply conditions and provide relevant information to Management;
- To maintain proper filing systems and ensure the safe custody of procurement documents and records;
- To assist in negotiations with suppliers to obtain the best value for money while maintaining quality and delivery standards;
- To maintain good working relationships with suppliers, service providers and internal stakeholders;
- To report any irregularities, anomalies or non-compliance observed during the performance of duties;
- To provide support and guidance to junior staff involved in procurement, stores and inventory functions;
- To handle procurement and supply information in a confidential and professional manner;
- To perform any such cognate duties as may be assigned.

Thursday 25 June 2026



PROCUREMENT AND SUPPLY OFFICER

P 2/3

KEY SKILLS REQUIRED

- Be computer literate and conversant with relevant computer software and legislations relating to procurement & supply;
- Work independently with integrity and ethics in best interest of the company (for example: not accept any gratification or gifts from suppliers in kinds or monetary terms)
- Meticulous and have brilliant organisational skills to oversee purchases and develop new contracts;
- Play key role in procuring high quality and cost-efficient supplies;
- Possess sound knowledge in procurement procedures, maintaining inventories and approving purchases;
- Have the ability to handle complex procurement and supply matters;
- Demonstrated ability to work independently with minimum supervision;
- Proven ability to work collaboratively, be proactive and multitask;
- High level of verbal communication and interpersonal skills and expert and advance negotiation skills;
- A can-do attitude and willingness to get the job done;
- May be required to work outside normal working hours including Sundays and Public Holidays.

Thursday 25 June 2026

PROCUREMENT AND SUPPLY OFFICER

P 3/3

This role is an immediate requirement so if it sounds like your next role, please apply today.

HOW TO APPLY?

To apply, please submit the following:

1. A written response that details your ability to deliver the key accountabilities of the position;
2. A current resume;
3. Copies of mandatory qualifications required for the position;
4. A valid Character Certificate from within the last 6 months;
5. Referees (names and contact details of at least two referees).

Applications close: Monday 13 July 2026 at latest by 3 pm

SEND YOUR APPLICATION EITHER:

by email



people@cotedorsports.mu

OR

by post



Senior HR Officer
1st Floor, Multipurpose Gymnasium Building,
Cote d'Or National Sports Complex,
Motorway M3, Côte d'Or, Mauritius.



For all inquiries, please send an email to
people@cotedorsports.mu



Management reserves the right to call only successful candidates for interview or not make any appointment following this advertisement.

NOTE

1. Incomplete, inadequate or inaccurate application and non-submission of photocopies of certificates and documentary evidence of experience may cause your elimination from the selection exercise.
2. Applications not reaching MMIL by the above date and time will not be considered. The onus for the prompt submission of applications so that they reach the MMIL in time lies solely on applicants.
3. The MMIL reserves the right to call only successful candidates for interview or not make any appointment following this advertisement.
4. Candidates applying for more than one position should submit fresh application.

Thursday 25 June 2026