

NOTICE OF VACANCY

The National Empowerment Foundation (NEF), which falls under the aegis of the Ministry of Social Integration, Social Security & National Solidarity (Social Integration Division), is looking for qualified, experienced and dedicated persons who wish to be considered for employment for the post of:

Procurement and Supply Manager

Qualifications:

Candidates should:

- A. (i)** possess a Degree in Procurement and Supply Management or Purchasing and Supply Management from a recognized institution
- OR
- an equivalent qualification acceptable to the Board; and
- (ii)** reckon at least five years' relevant post qualification experience in Procurement and Supply/Purchasing and Supply Management.

B. Candidates should also:

- i. have a sound knowledge of procurement and supply policies and practices and be fully conversant with policies, rules and regulations relating to the procurement and supply practices at the NEF
- ii. have the ability to lead and motivate staff
- iii. have the ability to handle complex procurement and supply matters
- iv. possess good interpersonal, communication and report writing skills;
- v. possess strong leadership, managerial and problem-solving skills;
- vi. possess sound administrative and organisational abilities;
- vii. have training potentials;
- viii. have the ability to interact with officers at all levels.
- ix. possess proficiency in IT office tools, statistical and data interpretation skills; and
- x. be able to work in a team and within tight schedules.

Salary scale (NEF 28):

Rs 70,975 x 2,050 – 75,075 x 2,250 – 84,075 x 2,500 – 89,075 x 3,000 – 95,075 x 3500 – 98,575.

The onus is on the candidates to produce the equivalence for the required qualifications.

Main Responsibilities and Duties

Prospective candidates are requested to visit the NEF website <http://www.nef.mu> to take cognizance of the desired profiles, main responsibilities and duties of the above post.

General Terms of Employment

- (i) Employment of the selected candidates will be on a contract basis in the first instance.
- (ii) Candidates must be prepared to operate independently, work under pressure and outside normal office hours, including Sundays and Public Holidays.

Mode of Application

- All applications should be made in two copies:
 - (i) one hard copy on the prescribed form and accompanied by copies of relevant educational/professional certificates and evidence of work experience; and
 - (ii) one soft copy on recruitment.nef.mu. All copies of relevant educational/professional certificates and evidence of work experience should be uploaded on the NEF Recruitment Portal.
- Application forms may be downloaded from our website <http://www.nef.mu> or obtained at the Reception Counter of the NEF, 8th Floor, Garden Tower, La Poudrière Street, Port Louis, between 0900 Hours and 1600 Hours on weekdays;
- The post applied for should be clearly marked on the top left-hand corner of the envelope.

All applications should be sent by registered post or be hand delivered to the Registry addressed to the Officer-in-Charge, National Empowerment Foundation, 5th Floor, Garden Tower, La Poudrière Street, Port Louis, by Monday 23 March 2026, at 1500 Hours at latest.

- Notes:**
- (i) Late applications and applications not made on prescribed form will not be considered.
 - (ii) Only the best qualified candidates will be called for the selection exercise.
 - (iii) The NEF reserves the right not to make any appointment as a result of this advertisement.

Date: 27 February 2026