

## SCHEME OF DUTIES

**Organisation:** Mauritius Cane Industry Authority

**Post:** Stores Superintendent

- Duties:**
1. To be responsible to the Chief Executive Officer of the Mauritius Cane Industry Authority for the proper planning, co-ordination and safe running of Stores Section and cost-effective purchasing functions.
  2. To recommend and implement approved stores procedures.
  3. To be responsible for:
    - (i) the organisation of Stores Section including the tools store; and
    - (ii) the receipt, maintenance and issue of stores in accordance with stores procedures and regulations.
  4. To ensure that:
    - (i) stores are properly stacked and referenced and updated records are properly maintained showing actual stock levels;
    - (ii) appropriate safety measures are taken to prevent loss, shortage or deterioration of stores;
    - (iii) slow moving stocks or obsolete stocks are identified, listed and reported upon;
    - (iv) proper recommendations are made for the reconditioning of used parts, disposal of unserviceable, obsolete and damaged items;
    - (v) timely orders are placed and minimum stock levels maintained;
    - (vi) a continuous physical stock-taking is carried out and discrepancies are reported and remedied; and
    - (vii) a full inventory is carried out, as and when required.
  5. To supervise and train staff under his responsibility.
  6. To supervise the purchasing function of the Authority. formulate, recommend and implement overall policies and procedures relating to purchasing survey and tender committees.

7. To initiate and process purchase of supplies by:
  - (i) raising and submitting indents for items with supporting specifications;
  - (ii) preparing notices and tender documents for inviting tenders from potential suppliers both local and overseas;
  - (iii) assisting, where appropriate, in the conduct of tender and Purchase of Co-ordination Committee, take notes and prepare minutes;
  - (iv) preparing purchase contracts and ensuring that goods are received promptly and in line with contracts; and
  - (v) promptly verifying and approving invoices and forwarding them to the Accounts Section.
8. To liaise with the Workshop and other heads of sections for proper advanced planning, scheduling and follow-up of their requirements.
9. To be responsible for the safe custody of keys entrusted to him and upkeep of stores and buildings under his charge.
10. To submit relevant information and documents to the Accounts Section for a proper monitoring of stores transactions.
11. To use ICT in the performance of his duties.
12. To perform such other duties already related to the main duties listed above or related to the delivery of the output and results expected from the Stores Superintendent in the roles ascribed to him.