Sugar Investment Trust

Ground Floor, NG Tower, Cybercity, Ebene,
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CAREER OPPORTUNITY

PROCUREMENT OFFICER
(PERMANENT BASIS)
(Reference: SIT/PO-2 /2026)

The Sugar Investment Trust (SIT) is a dynamic and fast-growing organization that has rapidly evolved from a company with activities essentially in the sugar sector to an autonomous establishment with a strong and well diversified portfolio of activities and a proven track record especially in the property development sector. Our focus is on providing quality service and achieving client satisfaction.

Applications are invited from suitable candidates for the post of Procurement Officer.

A. GENERAL DESCRIPTION

The Procurement Officer will:

(i) report to the Chief Finance Officer; and

(ii) be responsible for managing the SIT Group's procurement activities by assuring compliance with regulations and ensuring that all goods and services are procured in a cost-effective, timely and ethical manner.

B. QUALIFICATIONS

(i) Possess a Diploma in Purchasing and Supply Management; **OR**

(ii) Holder of a degree in Procurement and Supply Management from a recognised institution; **OR**

(iii) An equivalent qualification acceptable to the Sugar Investment Trust.

C. CANDIDATE PROFILE

(i) reckon at least three (3) years' post qualification experience in the procurement field;

(ii) possess strong managerial supervisory, organising, and analytical skills;

(iii) have excellent communication and interpersonal skills;

(iv) have a good command of the English and French language;

(v) be able to work under pressure; handle multiple assignments; manage critical path and meet deadlines;

(vi) have a high degree of professional ethics, integrity; confidentiality; and

(vii) be IT literate.

D. REMUNERATION

An attractive salary package which will be commensurate with qualifications and experiences.

E. JOB SPECIFICATION

(i) To ensure that the Procurement Section is being managed effectively and efficiently.
(ii) To implement and manage a computerised system pertaining to procurement and an e-procurement system for the SIT Group.
(iii) To ensure that the provisions are complied with in all matters regarding procurement and award of Contracts, in conformity with the organisation's procedures.
(iv) To guide and supervise the Procurement Section of SIT Group on procurement matters.
(v) To prepare and scrutinize bidding documents for specialised large and complex projects of SIT Group and ascertain that the estimated costs and procurement plans are realistic.
(vi) To receive, register and open bids deposited in the Tender Box as per established procedures.
(vii) To register all bids received at Opening of Bids, prepare Minutes of Proceedings and list of bids received for official records.
(viii) To assist:
  (a) Management in setting the team of evaluators, arranging for pre-evaluation meetings with Evaluators and preparing brief and Gantt Chart for monitoring of time allocated for evaluation;
  (b) the Bid Evaluation Committee during the evaluation and ensure that the procedures are in line with guidelines established;
  (c) Management in scrutinizing bid evaluation reports and the recommendation of the Bid Evaluation Committee prior to submission to Board for a decision; and
  (d) in the preparation and publication of periodic reports.
  (e) Management in dealing with audit/other queries related to procurement and supply issues.
(ix) To arrange for the publication of bid documents and bid notices.
(x) To ensure that payments of Evaluators are made as per standing instruction of the SIT Group.
(xi) To prepare Board Papers pertaining to procurement of goods/services.
(xii) To perform other duties related to the main duties listed above or to the delivery of the output and results expected from the Procurement Officer and/or cognate duties as may be assigned by the Chief Finance Officer.

F. MODE OF APPLICATION

Candidates should send their applications duly accompanied by photocopies of their certificates/references, curriculum vitae by registered post or email on careers@sit.mu not later than **Monday 30th November 2026** by 16:30hrs to the Team Leader – Administration & HR, Sugar Investment Trust, Ground Floor, NG Tower, Ebène, 72201.

Envelopes should be clearly marked with the respective post applied on the top left corner.

Notes:

- Candidates may be requested to submit a Character Certificate;
- Salary in respect of the above-mentioned post will be negotiable;
- Late applications will not be considered;
- Only the best candidates will be called for an interview; and
- SIT reserves the right not to make any appointment following this advertisement.

Date: 06th November 2026