



## Sugar Investment Trust

Ground Floor, NG Tower, Cybercity, Ebene,  
Tel: 406-4747; Fax: 466-6566, Email: [info@sit.mu](mailto:info@sit.mu), Website: [www.sit.mu](http://www.sit.mu)

---

# CAREER OPPORTUNITY

## PROCUREMENT OFFICER (PERMANENT BASIS) (Reference: SIT/PO /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](mailto:careers@sit.mu) not later than **Monday 04<sup>th</sup> May 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: 10<sup>th</sup> April 2026**