Cargo Handling Corporation Limited
CHCL BUILDING, MER ROUGE, PORT LOUIS, REPUBLIC OF MAURITIUS
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TEL.: (230) 206 1700 - FAX: (230) 242 5848
Business Reg. No C09004076

SCHEME OF SERVICE

DEPARTMENT: PROCUREMENT

JOB TITLE: **HEAD OF STORES**

SALARY CODE: 21CS 9

SALARY SCALE: Rs 40,375 x 1100 – 48,075 x 1600- 52,875 x 2250 – 57,375 x 2975 -69,275 x 3975 - 85,175

MAIN PURPOSE: Managing the Stores unit of the Organisation.

REPORTING TO: Chief of Procurement and Stores / Finance Manager

QUALIFICATIONS: Candidates should possess:

A. Higher School Certificate or at least 2 GCE "A" Levels and

B. **Either**

(i) A Professional Diploma in Procurement and Supply from the Chartered Institute of Procurement and Supply (CIPS – UK) plus a minimum of 5 years' experience in Procurement/Inventory fields; **or**

(ii) A Degree in Procurement and Supply Chain Management from a recognized institution plus a minimum of 5 years' experience in Procurement/Inventory fields; **or**

(iii) A Degree in Logistics & Supply Chain Management from a recognized institution plus a minimum of 5 years' experience in Procurement/Inventory fields.; **or**

(iv) A Degree in Management/Administration/Inventory Management/Accounting / Finance or equivalent from a recognised institution at least 5 years' experience in Procurement/Inventory fields.

REQUIRED SKILLS/ATTRIBUTES

- Good analytical and problem-solving skills.
- Fully conversant with the Public Procurement Act 2006 and Public Procurement Regulation.
- Ability to work under pressure to meet deadlines.
- Be a good team player.
- Be able to create and implement innovative solution in regard to Inventory Management.
- Possess good I.T skills.
- Have a good knowledge of management of stock items including spare parts.
- High degree of confidentiality, integrity and ethics.
- Good communication skills.

RESPONSIBILITIES:

1. To renew and implement an effective inventory strategy to meet organisational needs.

2. To advise Management on inventory activities and advise on best strategy to effectively manage and keep stock items.

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SCHEME OF SERVICE

DUTIES:

1. To ensure availability of critical spare parts for proper functioning of Cargo handling equipment.
2. To liaise with Users and Procurement Unit for proper functioning of Stores Unit.
3. To ensure adherence to the Stores manual and review system for continuous improvements.
4. To apply best practices in regards of Inventory Management.
5. To ensure that spare parts including expensive ones, are properly kept and secured.
6. To identify slow-moving and obsolescent stock items and inform Management accordingly.
7. To liaise with terminals and other departments in respect of budgetary estimates for stock items.
8. To follow up on orders and ensure goods are received as per requirements of the Purchase Order.
9. To ensure that the annual physical stock count is carried out in accordance with established practices and the Inventory Manual.
10. To produce relevant Management reports in relation to inventories.
11. To be responsible for safe custody of all stock items and ensure continuous stock count system.
12. To work out an efficient Reorder level in collaboration with Workshop and Users.
13. To be responsible for reconciliation of physical stock with ledger balance.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Head of Stores.

EFFECTIVE DATE: 29 OCTOBER 2026