



PROCUREMENT CLERKS (PERMANENT) X 2

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will report to the Procurement Officer will be based at Head Office.

MINIMUM QUALIFICATIONS

- 5 'O' level subjects including English Language and Mathematics or Principles of Accounts.
- National Diploma in Purchasing and Supply or its equivalent.
- Chartered Institute Certificate will be an added advantage.

EXPERIENCE

- At least one-year experience in the similar position.

CORE COMPETENCIES

- Negotiation skills.
- Relationship management skills.
- Analytical skills.
- Professionalism and Results skills.
- Self driven and business acumen.

SUMMARY OF DUTIES

- Receives authorized purchase requisitions and log them into the Procurement document movement control sheet.
- Identifies and recommending potential suppliers to the Procurement Officer.
- Sends Request for Quotations (RFQ) to approved suppliers.
- Opens Quotations/ Tender box at the expiry of advertised periods.
- Generates purchase orders based on lowest bidder to specifications .
- Sends purchase orders and or supply contracts for authorization.
- Ensures that all duly signed purchase orders are sent to the suppliers on time.
- Expedites of deliveries.
- Attaches purchase order accounts copy to supplier invoice and Goods Received Voucher (GRV) and submit to Creditors section for payments.

- Compile procurement report, weekly, monthly and quarterly.
- Adheres to and ensuring adherence to safety, health and environment regulations and standard procedures.
- Performs any other work related duties as assigned by the Superior.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to:ruzibeg@gmbdura.co.zw

Not later than 28 January 2022.

Please note that only shortlisted candidates will be contacted.