

VACANT POSITION: PROCUREMENT OFFICER

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

QUALIFICATIONS AND EXPERIENCE

- Degree/Higher National Diploma [HND] in Purchasing and Supply or Diploma in Purchasing and Supply - Chartered Institute of Procurement and Supply (CIPS).
- Three (3) years' experience in the purchasing and supply management.

CORE COMPETENCIES

- Thorough knowledge of applicable Acts.
- Excellent analytical and negotiation skills.
- Honesty and reliable.
- Results Oriented.

SUMMARY OF DUTIES

- Procures raw materials, spares, goods and services cost effectively in line with Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and Public Procurement and Disposal of Public Assets Regulations.
- Conducts market surveillance or research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
- Identifies potential suppliers, visit existing suppliers, building and maintains good relationships with suppliers.
- Evaluates bids and makes recommendations to the Evaluation Committee based on commercial and technical specifications.
- Resolves supplier queries or problems and escalates where necessary.
- Liaises with Creditors section on issues of payment to suppliers.
- Compiles procurement management reports.
- Provides secretariat services to the Committee.
- Drafts supply contracts and monitors their progress, check the quality of service provided.
- Negotiates with suppliers for better prices, payment terms and delivery periods.
- Maintains an updated contracts register and files.
- Forecasts the likely levels of demand for services and products to meet the business needs and keeps a constant check on stock levels to maximize business efficiency.

- Coordinates and controls the purchase order cycle and associated information systems.
- Plans and prepares budget for Procurement Management Unit.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: recruitment@gmbdura.co.zw. Not later than 4 February 2022.

Please note that only shortlisted candidates will be contacted.