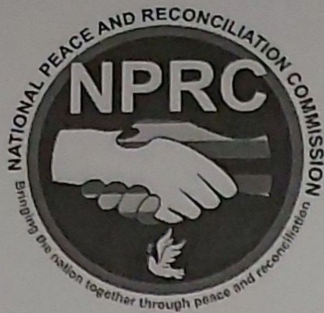


The National Peace and Reconciliation Commission is recruiting the following post for Harare.

Post (s)	Location	Deadline
1 x Procurement Officer	Harare	24 February 2021

Handwritten:
Oshyfe
A/ES
16/02/21
1222 hrs

Qualified and experienced people are encouraged to apply. For further details, kindly visit the NPRC website (www.nprc.org.zw) twitter (@NPRCZim) and facebook (fb.com/NPRCZim.)



VACANCY

PROCUREMENT OFFICER {NPRC/PRO/03}

JOB DESCRIPTION

TITLE: PROCUREMENT OFFICER

REPORTS TO: MANAGER PROCUREMENT

MAIN DUTIES AND RESPONSIBILITIES

- Preparation of bidding documents in compliance with the Public Procurement and Disposal of Public Assets Act
- Preparation of bidding notices and shortlists
- Preparation of bidding processes including pre-bid meetings, clarifications and the receipt and opening of bids
- Facilitate the evaluation of bids and any post qualification negotiations
- Preparation of evaluation reports including contract award recommendations in accordance with Public Procurement and Disposal of Public Assets Act.
- Assisting with preparation of contract documents
- Preparation and submission of procurement and evaluation reports.
- Any other duties that may be assigned.

Competencies

- Full CIPS/HND in Purchasing and Supply
- A degree in Procurement and Supply Chain Management/Purchasing and Supply or any other procurement related qualifications.
- A minimum of 2 years' experience in Procurement related work.
- Understanding of PPDPA and its attendant statutes.
- Strong negotiation and communication skills.
- Excellent computer skills including SAP.
- Must be a good team player.

Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by Wednesday 24 February 2021.

Suitably qualified women, youth and people with disabilities are encouraged to apply.

The application should comprise of:

- a) A brief covering letter stating your motivation to apply for this position
- b) An updated Curriculum Vitae (CV).
- c) Contact details of 3 referees.

Submission Deadline: 3pm Zimbabwe time of Wednesday 24 February 2021. Please quote the Vacancy Position and reference number.

JNM