

NATIONAL PEACE AND
RECONCILIATION COMMISSION

16 FEB 2021

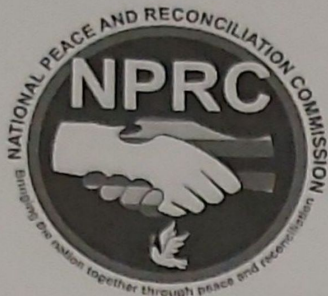
7TH FLOOR FIRST MUTUAL BUILDING
99 JASON MOYO AVENUE
P. BAG 7700, CAUSEWAY HRE, ZIM

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

Chaswe
A/ES
16/02/21
1222hrs

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.

