

JOB DESCRIPTION/SPECIFICATION

TITLE: PROCUREMENT MANAGER

REPORTS TO: EXECUTIVE SECRETARY

MAIN DUTIES AND RESPONSIBILITIES

- ❖ Procure goods and services for NPRC.
- ❖ Coordinate the planning of procurement activities for the National Peace and Reconciliation Commission.
- ❖ Ensure that appropriate methods of procurement are employed.
- ❖ Ensure that bidding documents are in compliance with set provisions and guidelines.
- ❖ Manage supply and vendor contracts.
- ❖ Oversee bidding processes, including pre-bidding meetings, clarifications and the receipt and opening of bids.
- ❖ Receive evaluation reports from the Evaluation Committee for prescribed threshold.
- ❖ Manage the evaluation of bids and any post-qualification negotiations required.
- ❖ Supervise the evaluation committee to ensure compliance with the set procedures and guidelines.
- ❖ Oversee the preparation and submission of procurement reports to the Executive Secretary or the Regulatory Authority.
- ❖ Produce periodic reports on the PRAZ implementation of the Public Procurement Enabling Act to PRAZ.
- ❖ Safeguard the maintenance of accurate and complete records for all procurement for the NPRC
- ❖ Oversee the identification of inherent risks associated with the functions of the Unit and develop mitigatory strategies.
- ❖ Foster compliance to principles of Public Procurement, Governance and ethics frameworks
- ❖ Oversee consolidation of identified training and development needs within the department
- ❖ Ensure that bidders get accurate, reliable and relevant documentation relating to any tenders of goods and services in the NPRC.
- ❖ Facilitate the deployment of mechanisms for gathering feedbacks on customers' complaints and suggestions.
- ❖ Foster ways of resolving conflicts that may arise between the NPRC and the bidders.

JOB SPECIFICATIONS

- ❖ At least a Bachelor's degree in Procurement and Supply Chain Management/Purchasing and supply or equivalent

- ❖ Master's degree in Supply Chain Management, MBA or equivalent is an added advantage.
- ❖ CIPS certification is an added advantage.
- ❖ A minimum of five (5) years of relevant experience as Procurement Officer.
- ❖ Strong appreciation of procurement processes including relevant legal frameworks.
- ❖ Strong familiarity with finance and accounting activities.
- ❖ Demonstrate familiarity with relevant computer based packages including SAP.
- ❖ Excellent negotiating skills.
- ❖ Good written and oral communication skills and conversant with at least two local languages.
- ❖ Good analytical administrative and leadership skills.
- ❖ Clean class 4 driver's license a must.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: hr@nprc.org.zw by the Friday 04 June 2021.

Suitably qualified women 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.

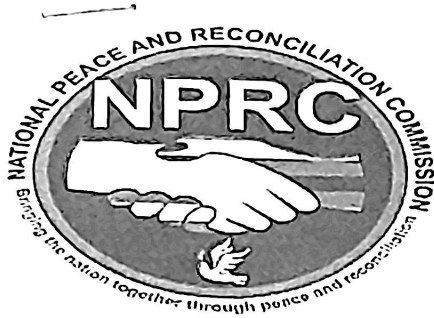
Submission Deadline: 3pm Zimbabwe time of Friday 04 June 2021.

Approved

Approved/Not Approved

Embe

Executive Secretary



VACANCY

INTERNAL AUDITOR (NPRC/IAUD/03)

JOB DESCRIPTION/SPECIFICATION

JOB TITLE: INTERNAL AUDITOR

REPORTS TO: MANAGER INTERNAL AUDIT

Key Duties and Responsibilities

- ❖ Plan and review audit programmes for assigned work.
- ❖ Review and evaluate Internal Control systems and make recommendations
- ❖ Gather audit evidence and write reports on audited activities for submission to the Internal Audit manager.
- ❖ Carry out investigations/reviews as and when assigned and produce reports.
- ❖ Make follow up on outgoing audit issues and ensure implementation of recommendations regarding audited activities.
- ❖ Analyse audit responses and ensure compliance with standing rules and regulations and correct interpretation of Treasury Instructions as well as circulars.
- ❖ Attend exit briefing interviews
- ❖ Any other duties that may be assigned by management.

SPECIFICATIONS

- ❖ A Degree in Accounting or Finance or full qualification in any of the following; CA(Z), ZIPFA, CIS, CIMA, ACCA, or HND in Accountancy.
- ❖ A minimum of 1 year's experience in auditing with thorough knowledge of Public Service Accounting and Audit regulations
- ❖ Good analytical skills in auditing
- ❖ Good communication and interpersonal skills
- ❖ Good team player and computer literacy a necessity.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: hr@nprc.org.zw by 3pm on 04 June 2021.

Suitably qualified women, youth, 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 Friday 04 June 2021. Please quote the Vacancy Position and reference number.

Approved/~~Not Approved~~



Executive Secretary