



Ref:

VACANCY

PROCUREMENT OFFICER (NPRC/PRO/03)

JOB DESCRIPTION

TITLE: PROCUREMENT OFFICER

REPORTS TO: MANAGER PROCUREMENT

MAIN DUTIES AND RESPONSIBILITIES

- Plan, organise and implement the procurement activities of the Commission.
- Preparation of bidding documents in compliance with the Public Procurement and Disposal of public Assets Act.
- Preparation of bidding notices and shortlists.
- Prepare building bidding processes including pre-bid meetings, clarifications and the receipt and opening of bids.
- Facilitate the formation of Commission's evaluation committee in accordance with the Public Procurement and Disposal of Public Assets Act.
- Facilitate the evaluation of bid and any post qualification negotiations.
- Preparation of evaluation reports including contract award recommendations in accordance with Public Procurement and Disposal of Public Assets Act.
- Preparation of contract documents.
- Prepare and submit procurement and evaluation reports.
- Incorporate Procurement best practices and market research in the tendering process.
- Any other duties that may be assigned.

COMPETENCES

- 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 as Procurement Officer.
- Understanding of PPDPA and its attendant statutes.
- Strong negotiations and communication skill.
- Ability to make sound and good judgement.
- 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 Tuesday 25 January 2022.

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 post.
- b) An updated Curriculum Vitae (CV)
- c) Contact details of 3 referees.

Submission deadline: 3pm Zimbabwean time on Tuesday 25 January 2022. Please quote the Vacancy Position and reference number.