



CITY OF MUTARE

OFFICE OF THE TOWN CLERK

VACANCY: PROCUREMENT OFFICER: GRADE 10 x4

Applications are invited from suitably qualified, experienced, self-motivated and task oriented individuals to fill the above position that has arisen within the Office of The Town Clerk.

THE PERSON SPECIFICATION

- 5 “O” Levels including English Language and Mathematics or Principles of Accounts.
- Degree in Purchasing and Supply or its equivalent
- Two (2) years' experience in Local Government environment.
- Chartered Institute of Procurement and Supply (CIPS) Certificate will be an added advantage.
- Knowledge in Public Procurement and Disposal of Public Assets (PPDPA) Acts (Chapter 22:23) and S.I. 5 of 2018.

DUTIES AND RESPONSIBILITIES

- Identify and recommend potential suppliers to the Procurement Manager.
- Open Quotations / Tender box at the expiry of advertised period
- Compile comparative schedules and recommend suppliers.
- Negotiate with suppliers for favourable prices, payment terms and delivery periods in consultation with Procurement Manager.
- Adhere to Standard Operating Procedures, PPDPA Act and its Regulations.
- Perform any other work related duties as assigned by the Superior.

Applicants should submit six (6) certified copies of academic and professional certificates and their CVs to the office of the Town Clerk no later than **6 September 2023**. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

“EQUAL EMPLOYMENT OPPORTUNITY”

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TWITTER: @CityOfMutare

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ACTING TOWN CLERK