CITY OF MUTARE

VACANCY: PROCUREMENT OFFICER

Applications are invited from suitably qualified and experienced person to fill the vacant post of **Procurement Officer**

PURPOSE OF THE JOB

Applications are invited from suitably qualified, experienced, honest, individuals to fill the above position that has arisen within the Sakubva Industrial Hub (SIH) (Pvt) Ltd (SIHPL), a public –owned private Special Purpose Vehicle (SPV) formed by the City of Mutare (COM) and the National Social Security Authority (NSSA) for the construction and operation of the Sakubva Industrial Hub (Green market). The successful candidate will report to the Project Manager.

MAIN DUTIES AND RESPONSIBILITIES

- Procurement of goods and services.
- Receiving requisitions from Departments.
- Sourcing quotations
- Evaluating the quality, quantity and price of the goods and services quoted to ensure that procurement is done cost effectively.
- Preparing and submitting the order for approval.
- Liaising with the Finance Department for the processing of payment.
- Providing daily updates to the General Manager.
- Managing relationships with suppliers.
- Assisting the Finance Department to come up with payment plans.
- Collaborating with other Departments and ensuring that Departments order on time.
- Check orders daily.
- Enforce compliance with procurement regulations
- Make decisions on quotation, supplier evaluation, supplier selection list, supplier background checks and recommendations on suppliers.
- Manage purchasing activities including identifying suppliers and negotiating contracts
- Maintaining accurate purchasing records on purchasing activities.
- Compiling weekly reports on purchasing activities.
- Performing any other duties as assigned by the immediate supervisor.

MINUMUM REQUIREMENTS

- 5 'O' level passes including English and Mathematics
- Higher National Diploma / Degree in Purchase and Supply or equivalent.
- Class 4 Drivers' licence

EXPERIENCE

- 2 years relevant working experience.

PERSONAL ATTRIBUTES

- Good communication skills
- Good negotiation skills
- Honesty and integrity

Remuneration package commensurate with the status of this position will be disclosed to shortlisted candidates.

If you are interested and possess the above qualifications with a high degree of initiative and visionary approach to change management then submit an application with five (5) certified copies of academic and professional certificates and detailed CVs to the Office of The Town Clerk, Civic Centre, Mutare.

Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates

Closing Date: 01 February 2024 Time: 1600hrs

"EQUAL EMPLOYMENT OPPORTUNITY"

TEL: 02020-64412	**WHATSAPP:** +263 775 792 461	**FACEBOOK:** The City of Mutare
TWITTER: @CityOfMutare	**WEBSITE:** www.mutarecity.co.zw	

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