

# ZAMBEZI RIVER AUTHORITY



## JOB OPPORTUNITY

### PROCUREMENT OFFICER

The Authority is seeking a highly motivated, suitably qualified and experienced Zimbabwean national to fill the position of Procurement Officer under the Corporate Services Department to be based at Kariba Office, Zimbabwe.

#### **JOB PURPOSE**

To provide procurement and logistics services which meet the requirements of the Authority in a timely and cost effective manner.

**Under the supervision of the Manager – Procurement, the Procurement Officer will carry out the following KEY RESPONSIBILITIES: -**

- Analyse authorised requisitions from user departments, guide and assist user departments to develop specifications, develop relevant evaluation criteria and issue Requests for Quotations/Invitations to Bids/Requests for Proposals documents.
- Identify sources of supply to meet specifications using local and international sources.
- Evaluate quotations and tenders taking into consideration relevant criteria and ability to comply with terms and conditions.
- Negotiate contracts in preparation for awards.
- Prepare Purchase Orders in Systems Applications and Products (SAP), draft contracts and Service Level Agreements (SLAs).
- Expedite the delivery of goods and services within the contractual lead times.
- Monitor supply market trends in terms of new sources of supply and pricing structures.
- Coordinate clearing of shipments with customs at ports of entry and exit.
- Supervise subordinates in execution of their duties.

#### **QUALIFICATIONS AND EXPERIENCE**

- Five (5) "O" levels with Cs or better including Mathematics, English and any Science subject
- Full CIPS or Higher National Diploma in Purchasing and Supply or equivalent
- Membership of the Chartered Institute of Purchasing and Supply (CIPS)
- Three (3) years of relevant experience
- Computer skills for procurement information processing
- Knowledge of SAP is a must
- A holder of a valid driver's license with at least two (2) years' experience in driving.

## **OTHER ATTRIBUTES**

- Analytical Skills
- Team Player
- Innovative
- Communication Skills
- Results Oriented
- Quality Oriented

## **EMPLOYMENT TYPE: Permanent and Pensionable**

***Please take notice that in a quest to ensure that the Authority achieves one of its strategic goals regarding Workplace Gender Equity and Equality, female candidates are encouraged to APPLY.***

## **APPLICATION PROCEDURE**

Written application letters together with detailed CVs and certified copies of certificates and Driver's License should be forwarded to:

**The Senior Manager – Human Resource and Administration, Zambezi River Authority, Harare Office, 4<sup>th</sup> Floor, Club Chambers, Corner N. Mandela/3<sup>rd</sup> Street, Harare or Kariba Office, Administration Block, 21 Lake Drive, Kariba.**

**CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 7<sup>th</sup> SEPTEMBER 2022**

**(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)**