



Job Profile - Short-term - Assistant Procurement Officer – Grade 8

Primary Purpose of the Job

- Assist the Head - SPGRC with procurement of goods, equipment and services and interpretation of the SADC Secretariat procurement procedures, rules and guidelines
- Ensure that the SADC Secretariat procurement procedures, rules and guidelines are adhered to at SPGRC.

Duties and Responsibilities

Procurement of Goods and Services and Customs Clearance

- Procurement of goods, works and services in line with SADC Secretariat
- Procurement and Grants Policy and Guidelines.
- Collect information on requirement for assets, goods and services requirements from all SPGRC Programmes
- Collect quotations for the Goods, services and works required.
- Processing of requests for quotations where needed.
- Preparation of Bidding Documents
- Manage the tender process.
- Preparation of bid opening and evaluation reports
- Provide secretarial services and technical guidance to the Tender Evaluation Committees.
- Raise Local purchase Orders for purchase of goods, services, and works.
- Prepare notification letters for tender outcomes.
- Communicate with suppliers and service providers.
- Keep a record of all procurement processes.
- Prepare draft contracts for goods, services and works.
- Manage contracts to ensure deliverables are fulfilled.
- Prepare note verbal for imported Goods for Vat exemption.

- Clear imported Goods according to statutory requirements
- Compile and maintain database for suppliers of SPGRC requirements.
- Consolidate the SPGRC procurement plan and upload it into the Procurement System.
- Procure flight tickets for Staff and SPGRC visitors.
- Prepare work schedules and supervise contractors to ensure work is done in line with set standards.
- Prepare regular progress reports for the Head of SPGRC, as and when required
- Carry out supplier appraisals and evaluations
- Undertake any other duties as delegated by the Head of SPGRC

Education

A Degree in Procurement Management, Purchasing and Supply, Supply Chain Management from a recognised institution.

Professional Certification

CIPS and/or other professional qualifications

Specialised Knowledge

- Knowledge of procurement and administration processes, policies, principles and practices
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 5-7 years of work experience in procurement

Skills Requirements

- Communication skills
- Interpersonal skills
- Networking and relationship building skills
- Organizational skills (planning, time management, work prioritization)
- Research, analytical and problem-solving skills

Competency Requirements

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best
- Compliance with rules, regulations, processes and procedures

- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Flexible and adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player