



11. Procurement Officer – Job Grade 6

Purpose of the job:

Under the overall Supervision of the Senior Procurement Officer the incumbent will undertake the procurement for goods and services in accordance with SADC procurement guidelines, regulations standards and procedures or other approved guidelines and procedures. Efficiently undertake the procurement process whilst ensuring fiduciary compliance, value for money, efficiency, transparency, fairness and accountability/ethical standards.

Main duties and responsibilities

- Carry out procurement in accordance with approved policy, regulations and process
- Participate in the formulation / revision of procurement strategy, policy, procedures and regulations, and plans
- Review the eligibility, qualification, evaluation and award criteria for compliance with the procurement procedures
- Participate in the end to end tender process: Advertise the procurement processes, prepare the solicitation documents, communicate and issue tender clarifications to applicants / bidders, notify bidders and applicants on the outcome of the evaluation processes and formulate supplier service agreements
- Establish and Maintain a Procurement and Contract Monitoring System
- Validate orders received and outstanding stock orders, analyse and reconcile reorder requests; liaise with appointed supplier's / service providers to ensure the timely and accurate completion of orders; and administer contract performance
- Monitor and evaluate performance of suppliers based on end user satisfaction
- Check and advise parties on their adherence with the contractual obligations
- Provide the adequate procurement support to Defender in the appeal processes
- Process purchase requisitions / orders within purchasing authority
- Liaise with Finance for payment of suppliers
- Liaise with and draft any official correspondence with contractors/suppliers
- Manage relationship with suppliers with a view to building win-win partnerships and relationships to ensure stock availability and continuity of services

- Draft Addenda/variation order to contracts/purchase order
- Prepare and consolidate annual estimates for goods and services and, develop and maintain standard stock lists
- Register and deregister the suppliers; maintain a Database of Approved Suppliers, Vet and accredit all Suppliers
- Advise award, modification, renewal and/or termination of contracts
- Prepare and maintain procurement records, and compile procurement reports and submit to the Senior Procurement Officer
- Supervise physical stocktaking and inventory control
- Monitor stock flows and discrepancies, and prepare report for Senior Procurement Officer
- Conduct prior and post-reviews on sample procurement contracts executed outside of Procurement unit
- Verify that all procurement cases subject to the Senior Officer Administration clearance are properly prepared and presented, and collaborate with the latter to ensure consistency in the procurement approach across the Secretariat
- Manage framework contracts for travel
- Serve as the point of contact for customers with the travel management company
- Liaise with Finance for payment of appointed travel providers as per framework contract agreement
- Monitor compliance with contract agreements, evaluate and report on the performance of the travel management company
- Compile regular procurement reports and submit to the Senior Procurement Officer; communicate with him/her any issues so that timely remedial measures can be taken
- Monitor competitive terms, conditions and contracting practices by suppliers, and build a database of potential suppliers; use the intelligence gathered to propose any changes that can be made to existing contracts when these are renewed / renegotiated by the Senior Procurement Officer
- Undertake all paperwork required for contract close-out, extension or renewal
- Perform any other duties as may be assigned

Position requirements

Qualification

- At least a degree in Procurement or related field from a recognised institution
- Having a profession qualification in procurement will be an added advantage

Experience

- At least 7-10 years' practical experience in procurement
- Seasoned knowledge of procurement policies and practices

Other relevant skills required

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Negotiation, networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory 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
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player