



EXTERNAL ADVERTISEMENT

Botswana Geoscience Institute (BGI) is a parastatal under the Ministry of Minerals & Energy. It was established under the Botswana Geoscience Institute Act of 2014 to undertake research in the field of geosciences and provide specialized geoscientific services. BGI serves as the custodian of geoscience data and information, promoting the search for and exploration of minerals in Botswana. Additionally, it functions as the advisory body for geosciences and geohazards.

BGI is looking for highly motivated, dynamic and experienced individuals to join its team of professionals under the following vacancy:

1. PROCUREMENT AND ASSET MANAGEMENT SPECIALIST

JOB SUMMARY/PURPOSE:

Reporting to Manager - Finance, the Procurement and Asset Management Specialist will organise, supervise and control procurement processes, inventory and asset management and adherence to established tender procedures and policies to drive optimal value for BGI.

MINIMUM QUALIFICATIONS, SKILLS AND KNOWLEDGE

- A Bachelor's Degree in Logistics and Supply Chain Management/CIPS Level 6 Membership of a recognised professional institute (MCIPS, ISM) is a pre-requisite
- 5 years post qualification experience in supply chain management
- Expert knowledge in areas of purchasing and supply chain management.

KEY PERFORMANCE AREAS

- Supplier management
- Materials and inventory management
- Purchasing Tender management
- Supplier Accounting
- Asset/stock disposal management
- Logistics management

COMPETENCIES

- Results-driven mindset
- Technical Expertise
- Strong communication skills
- Presentation and facilitation skills
- Excellent statistical analysis skills
- Project management skills
- Leadership and people skills
- Integrity and trust
- Diagnostic and trouble-shooting skills
- Customer focus

REMUNERATION

BGI offers a competitive remuneration package that is commensurate with the position.

HOW TO APPLY

Candidates are requested to **Send** application letter, CV, certified copies of certificates and three (3) recent reference letters to; recruitment@bgi.org.bw not later the **31st March 2024**.