

EXTERNAL ADEVERTISEMENT NO.3 OF 2020

VACANCY: PROCUREMENT AND ASSET MANAGEMENT OFFICER

JOB SUMMARY

Reporting to Procurement Specialist, the Procurement and Asset Management Officer manages procurement processes, inventory management and ensure adherence to established procurement procedures and policies to derive optimal value for BGI.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Degree in Supply Chain Management.
- Minimum of 3 years post qualification experience in procurement and asset management.

MAIN PURPOSE OF THE JOB

- Develops and executes new improved procurement strategies across all channels of purchasing.
- Defines and standardizes procurement goods and services.
- Performs cost analysis and set appropriate benchmarks.
- Ensures compliance to BGI Procurement policies and procedures.
- Identifies procurement risks and recommend mitigation factors.
- Provides secretarial role to Adjudication Committee.
- Develops and maintains sound working relationships with suppliers and ensure high standard of purchasing ethics.

KEY PERFORMANCE AREAS

- Purchasing
- Supplier Management
- Supplier Accounting
- Supply Chain Regulatory Framework
- Asset/ Stock Disposal Management
- Tender management
- Materials and Inventory Strategy

COMPETENCIES

- Technical Expertise
- Customer Oriented
- Planning & Execution
- Communicating Effectively
- Integrity

REMUNERATION

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

How to Apply

Candidates are requested to send application letter, CV, 1 recent reference letter and certified copies of certificates to;

The Chief Executive Officer

Botswana Geoscience Institute

Private Bag 14

Khama 1 Avenue, Plot 11566

Lobatse.

OR

Hand deliver to

Botswana Geoscience Institute

Records Management Unit Office

Ground Floor

CLOSING DATE: 23 October 2020

Note: BGI will ONLY respond to candidates shortlisted for interview.