



EXTERNAL ADVERTISEMENT NO.1 of 2024

1. PROCUREMENT MANAGER (OVERSIGHT)

JOB SUMMARY/PURPOSE:

Reporting to the CEO as part of the procurement oversight initiative, the role is responsible for the development and execution of the procurement oversight strategies.

MINIMUM QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Bachelor's Degree in Procurement/ Supply Chain Management /CIPS level 6 or equivalent.
- A Masters qualification in the fields above will be an added advantage.
- Membership to a relevant Professional Body will be an added advantage.

EXPERIENCE

Minimum of 10 years post qualification experience in managing procurement function, of which 5 years should have been at senior management level.

KNOWLEDGE

- Expert knowledge in purchasing and supply chain management
- Negotiations and networking
- Aptitude in decision making
- Financial acumen
- Analytical skills
- Project management
- Proficiency in Micro Soft Office

KEY PERFORMANCE AREAS

- Develop and implement procurement oversight strategies, policies and related Legislation.
- Develop and manage the procurement oversight and analytics processes
- Conduct procurement capacity, risk and performance assessments
- Responsible for the design of relevant dashboards, key performance indicators (KPIs) and reports for key stakeholders, including: senior management, Oversight Advisors, procurement specialists and practitioners
- Support, strengthen and improve change initiatives that will lead to enhanced knowledge and effective application of procurement processes and tools
- Articulate procurement innovation solutions
- Enable the operational and managerial oversight procurement activities for the Institute through appropriate systems and reports.
- Lead implementation of the sustainable procurement process.
- Be the principal advisor to an Accounting Officer (Chief Executive Officer) on any procurement matter falling within the scope of the relevant Act
- Ensure that any procurement activity by a procuring entity is conducted in accordance with the provisions of the Act
- Be responsible for the pre-adjudication, adjudication and recommendation of an award, rejection, cancellation or any other appropriate recommendation related to a tender in a procuring entity.
- Prepare and assist in negotiating the terms and conditions of all contracts in the Institute
- Managing contracts and services in accordance with company policies and procedures

COMPETENCIES

- Technical expertise
- Risk management
- Integrity
- Execution and delivery
- Contract management
- Financial management
- Business Acumen

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 8th **March 2024**.

