

VACANCY NOTICE

17 February 2019

Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

Procurement Assistant - National AIDS Council

Station: Head Office - Harare

Reports to: Procurement Officer

KEY FUNCTIONS

- Assist in the compilation of the Annual Procurement Plan
- Assist in the preparation of bid documents and tenders
- Assist in the processing of purchase requests using different sourcing options
- **Assist in the opening of bids**
- Document and maintain a tender/bid opening register
- Assist in the updating of a supplier database
- Provide secretariat services to the Central Buying unit
- Assist in the provision of secretariat services to the Procurement Committee
- Compile and submit comparative schedules for bids and tenders.
- Assist in the evaluation of bids as assigned and the preparation of purchase orders and supplier contracts
- Assist in compilation of periodic procurement reports

COMPETENCIES

- Have knowledge of the Public Procurement systems and procedures
- Strong computer skills and good knowledge in the use Excel spreadsheets.
- Honesty and integrity
- Excellent interpersonal and communication skills

QUALIFICATIONS AND EXPERIENCE

- 5 'O' levels including English and Mathematics
- HND in Purchasing and Supply or Equivalent.
- A relevant degree an added advantage
- 3 years' experience as a Buyer