



# MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

## STAFF VACANCY

Applications are invited from suitably qualified and experienced persons for the following post:

**\*NB: Manicaland State University of Applied Sciences is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.**

### **VICE CHANCELLOR'S OFFICE**

#### **DIRECTOR PROCUREMENT (1 POST)**

#### **DESIRED QUALIFICATIONS AND EXPERIENCE**

Applicants must be in possession of a Degree in Purchasing and Supply and a Masters' degree in Purchasing and Supply. In addition, the applicant must be a member of a recognized professional body such as (CIPS, ZIPS, and CILT) and must have at least six (6) years' experience in Purchasing and Supply of which two (2) years should be at managerial level. A clean class 4 drivers' licence is a must.

#### **DUTIES AND RESPONSIBILITIES**

- Superintends the procurement of materials, services and supplies and ensures compliance to relative legislation and statutes.
- Championing the development and the implementation of the procurement plan for the University,
- Formulation of internal controls around the procurement cycle and identification and management of risks associated with procurement.
- Accurately and timeously advising the Procurement Management Unit on all procurement issues.
- Preparing bidding documents in compliance with provisions of the Public Procurement and Disposal of Public Assets Act (Chapter 22:23).
- Managing bidding processes, bidding meetings, clarifications and receipt and opening of bids.
- Managing the evaluation of bids and any post-qualification negotiations required.
- Advising and actively participating in the Evaluation Committee
- Preparing evaluation reports, including contract award recommendations, where necessary.
- Submitting all evaluations reports to the accounting officer, with confirmation that the procedure followed has complied with the Public Procurement and Disposal of Public Assets Act (Chapter 22:23).
- Preparing contract documents and amendments.
- Managing procurement contracts.
- Preparing procurement reports and submitting them to the Vice Chancellor.

- Any other duties as assigned by the Vice Chancellor.

### **APPLICATIONS**

Applicants must submit an application letter, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, contact details, names and addresses of three referees addressed to:

**Assistant Registrar - Human Resource  
Manicaland State University of Applied Sciences  
Bag 7001 Guthrie Road  
Mutare**

The application pack should be sent as a ***single pdf file*** to e-mail address ***recruitment@msuas.ac.zw*** by no later than 1400 hours on Friday 3rd July 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.