



**MANICALAND STATE UNIVERSITY
OF
APPLIED SCIENCES
STAFF VACANCY**

***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.**

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

1. VICE CHANCELLOR'S OFFICE - PROCUREMENT MANAGEMENT UNIT (PMU)

1.1 POST: Procurement Specialist (2 Posts)

Desired Qualifications and Experience

Applicants must have a Degree in Purchasing and Supply Management/ Supply Chain Management or equivalent. Membership to a relevant professional board such as CIPS/SCAZ/ZIPS is a distinct advantage. Prospective applicants should have at least two (2) years hands on post qualification experience. A clean class 4 driver's licence will be an added advantage.

Duties and Responsibilities

- Collaborate with staff, vendors, and technical experts in preparing specifications for Quotations, Tenders, Proposals and Supply Agreements in a clear and concise manner to ensure compliance with the Public Procurement and Disposal of Public Assets Act and Regulations.
- Processing Internal Purchase Requisitions from the User Departments in an efficient and effective manner.
- Preparing tenders and processing of the same as per Tender Evaluation Committee recommendations in accordance with provisions of the Public Procurement and Disposal of Public Assets ACT (Chapter 22:23).
- Developing and preparing tender and contract purchase specifications, conditions and terms in line with the Public Procurement and Disposal of Public Assets Act and Regulations.
- Coordinate sittings of Tender Evaluation Committee to review proposals of suppliers, analysing compliance of supply and acting as an Advisor to the Committee.
- Responsible for drafting and refining service contracts framework agreements (FWA).
- Liaising with Finance Department to ensure that suppliers are paid as per the contracting arrangement;

- Contribute to the development and formulation of purchasing procedures and practices as required and advising and assisting other University Units on procurement best practices.
- Maintaining and updating files for all transactions with strategic service and material suppliers of the University;
- Generating reports for senior management use in decision making on Procurement Operations;
- Interact with external stakeholders on behalf of the Procurement Management Unit including supplier relationship management.
- Use judgment, diplomacy and confidentiality with respect to the complete procurement process, ensuring integrity of the respondents bid information.
- Performing any other duties as may be assigned by the Director Procurement.

1.2 POST: Buying Assistant/Senior Buying Assistant/Chief Buying Assistant (2 Posts)

Desired Qualifications and Experience

Applicants must have an ND/HND in Purchasing and Supply Management/ Supply Chain Management. Membership to a relevant professional board such as CIPS/SCAZ/ZIPS is a distinct advantage. Prospective applicants should have at least two (2) years hands on post qualification experience. A clean class 4 driver's licence will be an added advantage.

Duties and Responsibilities

- Sourcing quotations and preparation and drawing up of comparative schedules.
- Tracking orders and ensuring timely delivery.
- Conduct market research to identify pricing trends.
- Processing purchase requisition from user department in an efficient manner.
- Negotiating the best value (price, quality, delivery and payment terms) from suppliers.
- Liaising with the Finance Department to ensure that suppliers are paid as per contracting agreement.
- Creating and maintaining procurement files and records.
- Liaise with warehouse staff to ensure all products arrive in good condition.
- Contacting suppliers to schedule deliveries.
- Taking minutes during Tender Evaluation Committee meetings and in Procurement Management Unit meetings.
- Preparing bids and processing them in accordance with the provisions of the Public Procurement and Disposal of Public Assets Act (Chapter 22:23).
- Raising Purchase Requisitions in Pastel Procurement Module.
- Logging and processing all Purchase Requisitions from user departments.
- Ensuring that Good Received Vouchers are completed for all deliveries.

- Expediting orders to ensure prompt deliveries.
- Maintenance of all Procurement records.
- Performing any other duties as assigned from time to time.

APPLICATIONS

Interested candidates must submit **six** sets applications, 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, current salary, contact details, names and addresses of three referees addressed to:

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

Plus a ***single pdf file*** to e-mail address ***recruitment@msuas.ac.zw*** by no later than 1400 hours on Friday, 19th February 2021. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.