



VACANCY NOTICE

SUPPLY CHAIN OFFICER - BULAWAYO

Reporting to the Supply Chain Manager the incumbent will be responsible for the following:

Job Summary

- Ensure that all procurement processes are in accordance with the organization's policy.
- Source and receive quotations
- Initiate documents for engagement of service /goods providers and submit requests for authorized work to finance for processing.
- Produce and continuously update the annual procurement plan and procurement tracker.
- Follow up on all procured goods and services until delivered.
- Develop a Risk Register that is specific to the procurement of goods and services.
- Develop guidelines for the assessment of performance of suppliers and service providers.
- Lead the assessment of performance of suppliers and service providers on a biannual basis.
- Assist in the organization's preparations for audits on procurement related matters.
- Maintain procurement documents and files.
- Performs other related duties as required and assigned by the supervisor.

The Person

- A minimum qualification of degree in Procurement or equivalent professional qualification.
- A Minimum of 3 – 4 years' Manufacturing experience in Procurement
- Ability to speak fluent English.
- Basic analytical and statistical skills
- Strong problem solving, analytical and operational abilities.
- Excellent interpersonal written and oral communication and presentation skills
- Ability to work with minimum supervision.

Applications should be submitted to The Human Resources Office or email kambewat@turnall.co.zw on or before the 9th of June 2023.

