



## **NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**The University seeks to recruit applicants with requisite qualifications, skills and experience for the following vacant posts in the Procurement Management Unit:**

### **PROCUREMENT SPECIALISTS (3 POSTS)**

The Procurement Management Unit is a strategic function of the University and an integral part of the University's procurement and materials management process. Reporting to the Director, the incumbent will have the overall responsibility for managing the University's sourcing capabilities and supply chain and advising on appropriate procurement procedures.

#### **Qualifications and Experience**

Applicants must have a Degree in Supply Chain Management or equivalent plus a minimum of 3 years' post qualification experience at supervisory level. Exposure in Public Sector procurement is a distinct advantage. A clean Class 4 driver's licence is required.

#### **Duties and Responsibilities**

The position specifically requires the successful applicant to have the capacity to:-

- Procure goods and services for the University in accordance with the Public Procurement and Disposal of Public Assets Act (Chapter 22:23) and other applicable policies and regulations.
- Prepare annual and periodic procurement plans and appropriate procurement strategies.
- Determine applicable procurement methods to be used in the University to ensure efficiency and effectiveness.
- Prepare evaluation reports, recommending the award of tenders to best advantage.
- Carry out procurement research in order to guide the adoption of the most prudent options.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems.
- Prepare, maintain and review purchasing files, reports and price lists.
- Compile comparative schedules of suppliers' recommendations.
- Ensure that the invoices and all proof of supplies are recorded and sent to accounts for payment.

#### **Skills and Competencies**

- Sound knowledge of the Public Procurement and Disposal of Public Assets Act (Chapter 22:23) and other applicable policies and regulations.
- Unquestionable integrity.

- Highly skilled communicator with proven and outstanding negotiating and networking skills.
- Ability to meet deadlines and prioritise activities.
- Team player with strong analytical and innovation skills.

### **ASSISTANT PROCUREMENT SPECIALIST (3 POSTS)**

#### **Qualifications and Experience**

Applicants must possess a National Diploma in Supply Chain Management, or equivalent. Knowledge of the Public Procurement and Disposal of Public Assets Act (Chapter 22:23) and other applicable policies and procedures is required. Exposure in Public Sector procurement is a distinct advantage.

#### **Duties and Responsibilities**

The position requires the successful applicant to be able to:-

- Prepare tender documents in terms of the applicable legislative and regulatory framework.
- Prepare evaluation reports recommending the award of tenders to best advantage.
- Create and maintain a computerised database of supply purchase orders, paid invoices, goods delivered, product and current inventory and future order scheduling.
- Source quotations for goods and services required in the University.
- Compile the relevant paperwork for contract negotiations for goods and services.
- Coordinate with other Departments to ensure effective and timely distribution of received goods.

#### **Skills and Competencies**

- Unquestionable integrity.
- Ability to meet deadlines and prioritise activities.
- Team player with strong analytical and innovation skills.
- Good interpersonal and communication skills.

### **APPLICATION PROCEDURE**

All applications will be treated in strictest confidence. Applications, which should include a curriculum vitae (giving full personal particulars of applicant including full name, place and date of birth, qualifications, employment and experience, present salary, telephone numbers and the names, addresses (including email) and telephone numbers of three contactable referees) and copies of certificates must be addressed to:

The Senior Assistant Registrar  
National University of Science and Technology  
P O Box AC 939  
Ascot  
Bulawayo, ZIMBABWE

and emailed to: [recruitment@nust.ac.zw](mailto:recruitment@nust.ac.zw) in a **single pdf file** clearly indicating the position being applied for in the subject line.

**The National University of Science and Technology is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.**

*The closing date for receipt of applications is Friday 5 February, 2021*

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**