



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

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

Vice Chancellor's Office

The University seeks a self-motivated and results oriented Procurement Director with a proven track record of sourcing and procurement; and a strong ability to develop and implement a strategic approach to the corporate procurement and material management process that adheres to the legislative requirements, policies and regulations.

Reporting to the Vice Chancellor, the Procurement Director is a member of the senior management team whose overall responsibility shall be to guide the University in the implementation of an efficient and effective procurement management system that ensures that the University attains the best value in the goods and services required to enable the achievement of its goals.

#### **Duties and Responsibilities**

The Procurement Director is expected to carry out the following key responsibilities:-

- Design and execute the University's procurement strategy, supported by tactical and innovative procurement programmes;
- Develop, communicate and implement the University's procurement plan, policies and processes to ensure a consistent and standardized approach and to drive improvements and efficiencies in procurement activities;
- Oversee the University's Procurement Plan in accordance with the Public Procurement Act and other applicable laws;
- Determine the procurement method to be used upon receipt of requests;
- Provide timeous expert advice to the Vice Chancellor and other key stakeholders on all aspects of procurement;
- Prepare bidding documents and evaluation criteria; and manage the bidding process;
- Prepare evaluation and procurement reports, including contract award recommendations where necessary;
- Prepare contract documents and oversee management of procurement contracts;
- Advise the University's Evaluation Committee on Tender issues;
- Supervise staff in the procurement unit and manage the daily operations of the unit.

## **Qualifications and Experience**

Applicants must have at least a Masters Degree in Accounting, Supply Chain Management, or equivalent and a Bachelors Degree in Purchasing and Supply, or equivalent. Possession of a Chartered Institute of Purchasing and Supply (CIPS) Graduate Diploma is a distinct advantage. Furthermore, five (5) years of progressive relevant post-qualification working experience as a Procurement Manager, Buyer or Purchasing Agent is required. In addition, thorough knowledge of the Public Procurement Act and other related laws is a must. The incumbent must be highly ICT literate, possess risk management skills and be a holder of a clean class 4 drivers' licence.

## **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 (Academic)  
Human Resources Department  
National University of Science and Technology (NUST)  
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 3 April, 2020.***

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**