



VACANCY NOTICE

The Securities and Exchange Commission of Zimbabwe is inviting applications from suitably qualified and experienced candidates to fill the position of **Procurement Manager**.

Core Competencies:

- Supply chain management knowledge.
- Excellent communication skills.
- Collaboration and teamwork skills.
- Strategic thinking and planning skills.
- Organisational and administrative skills.

Duties and Responsibilities:

- Developing procurement and sourcing strategies.
- Ensuring that supplier contracts are in place and are renewed on time.
- Interacting with suppliers and other service providers to maintain long-term relationships, in a professional manner.
- Ensuring a quick turnaround time for all procurement processes.
- Driving cost reduction and risk control in the procurement process.
- Managing procurement plans for the Commission.
- Ensuring that, tender administration and evaluation process are done in accordance with the Act.
- Liaising with the Procurement Regulatory Authority of Zimbabwe on all procurement matters.
- Managing stakeholders throughout the whole supply chain.

Requisite qualifications & experience:

- Bachelor's degree in Purchasing and Supply Chain management or equivalent.
- Minimum of CIPS Level 4 certification.
- Master's degree in relevant fields such as Purchasing and Supply Chain Management, MBA or equivalent is an added advantage.
- A minimum of five years' work experience of which two years should be at a senior level in Procurement and Supply Chain Management.

Application letters with C.V.s to be e-mailed to recruitment@seczim.co.zw with the position being applied for clearly stated in the email subject. These should reach us NOT LATER THAN 5 November 2024. N/B Only shortlisted candidates will be responded to.