

Job Title: Manager, Procurement

Job Summary

The Manager, Procurement is required to plan, direct, coordinate and oversee all procurement activities for the Authority, ensuring compliance with relevant laws, regulations, policies, and procedures. This role requires a Master's degree in Supply Chain Management, Business Administration, or equivalent qualifications as well as six (6) years' experience in procurement and three (3) years supervisory experience. The ideal candidate requires strong planning, organizational, communication and negotiation skills, proficiency in procurement regulations and methods, project management and inventory control.

Key Accountabilities:

- Develop and monitor procurement plans to ensure compliance with laws, regulations, and policies
- Plan, organize, and coordinate procurement of supplies, materials, equipment, fixed assets, and services for the Authority.
- Lead the preparation of tender documents and manage procurement processes.
- Advise on the development of tender documents and facilitate proposal evaluations.
- Conduct negotiation with contractors, suppliers and other agencies as needed.
- Implement and maintain a contractor performance management system.
- Coordinate logistics for timely delivery of supplies and services.
- Develop budget estimates and monitor the procurement budget.
- Ensure adequate stores management and inventory control systems and practises and recommend appropriate strategies as required.
- Liaise with internal departments, procurement regulators, and other private/public organizations on procurement matters as required.
- Oversee all staff activities within the Department providing advice and guidance as required.
- Prepare reports and other procurement documentation as required.
- Represent the Authority on committees and at meetings related to procurement.

Submission of Applications: Email a copy of your CV and Cover letter to: jobs@eaastaff.com

Please be advised that submission of resumes close on 25th August 2024.

We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.