INTERNAL VACANCY ANNOUNCEMENT

TO : CHIEF DIRECTORS

DIRECTORS - HEAD OFFICE

LEGAL ADVISOR

PROVINCIAL EDUCATION DIRECTORS

DISTRICT SCHOOLS INSPECTORS

HEADS OF PRIMARY AND SECONDARY SCHOOLS

CHURCH EDUCATION SECRETARIES

EXECUTIVE SECRETARIES: STAFF ASSOCIATIONS

FOR DISPLAY ON OFFICE NOTICE BOARDS

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<th>Vacancy Announcement No.</th>
<th>2 of 2020</th>
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<tbody>
<tr>
<td>Reference No.</td>
<td>A/E/3</td>
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<tr>
<td>Date of Issuance</td>
<td>14 August 2020</td>
</tr>
<tr>
<td>Deadline of Applications</td>
<td>30 September 2020</td>
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<tr>
<td>Post Title</td>
<td>7x Procurement Officers</td>
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<tr>
<td>Grade</td>
<td>D3/D5/E2 – E4</td>
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<tr>
<td>Accountable to or Reports to</td>
<td>Deputy Director (Procurement)</td>
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<td>Duty Station</td>
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<tr>
<td>Ministry</td>
<td>Primary and Secondary Education</td>
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<td>Salary Scale</td>
<td>TBA</td>
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DUTIES AND RESPONSIBILITIES

1. Processing of purchase requisitions/orders in line with government of Zimbabwe laws and Ministry of Primary and Secondary Education (MoPSE) policies and procedures
2. Assisting the Deputy Director in consolidating of annual MoPSE procurement plans and working closely with the directorate for performance monitoring and evaluation for their inputs.
3. Identifying and recommending potential suppliers both National and International for High value goods in consultation with PRAZ.
4. Preparation of bidding documents in compliance with the prevailing procurement laws.
5. Conducting regular supplier performance evaluations to ensure they meet required standards
6. Establishing and negotiating contract terms and conditions and maintaining supplier relationships.
7. Recommend policies to the legislative body regarding the procurement of goods supplies and services.
8. Sitting in the Evaluation Committee of high value goods or services
9. Coordinating reporting by PMUs on a monthly basis of their procurement activities
10. Preparation of procurement database of all procurements within MoPSE in line with PRAZ requirements.
11. Assist in development of specifications for equipment, materials and services to be purchased.
12. Assist in contract management.
13. Assist in the formulation of the Ministry’s procurement strategies
14. Producing relevant procurement reports, on quarterly, bi-annual and annually.
15. Negotiating with suppliers for favourable payment terms and delivery periods.
16. Establish and supervise a contract administration system designed to ensure that contractors are performing in accordance with the terms and conditions of the contract.
17. Ability to develop effective and cooperative working relationships with key internal and external stakeholders.

QUALIFICATIONS, COMPETENCIES AND SKILLS

- A degree in Purchasing & Supply Management, HND in Purchasing and Supply Management, Full CIPS or equivalent qualification.
- A Master’s degree in Supply Chain Management or related area will be an added advantage
- A thorough understanding of the Public Procurement and Disposal of Public Assets Act and its attendant statutes.
- Ability to make sound and good judgment.
- Excellent computer skills including SAP.
- Must be a good team player
Problem solving skills and implementing effective solutions

Comprehensive skill in researching and preparing highly complex specifications, solicitation and contract documents.

OTHER REQUIREMENTS (FOR ALL THE ADVERTISED POSTS)

A. Applications must contain the following information and must be submitted through the applicant’s Head of Department/Office for onward submission in duplicate to the Secretary for Primary and Secondary Education:-

i. Full names (Surname first)
ii. E.C. No.
iii. Date and Place of Birth
iv. Date of Appointment to the service
v. Present Station/District/Province
vi. Present Grade and date of first appointment thereto
vii. Present Salary (excluding allowances) and date from which it was first received (Attach current payslip)

viii. Relevant professional qualifications (Attach certified copies of certificates and transcripts)

ix. Relevant Vacancy Announcement Number and Reference Number

x. Relevant experience in chronological order

B. Applications must be accompanied by Performance Appraisal with rating 4 or above for the latest full cycle. The appraisal form must be completed, signed by the candidate’s immediate supervisor and should have been validated. A detailed Curriculum Vitae and copies of National ID Card, Birth Certificate and Educational and Professional Certificates.

C. Each application should be accompanied by a detailed write-up on the candidate’s performance by his/ her immediate superior and Candidate’s Profile. The Candidate’s profile must contain the following: Full names, EC No., Present grade and date appointed thereto; Date of appointment; Current station and contact; Qualifications, performance rating and relevant work experience

D. It should be noted that applications not submitted to the Secretary for Primary and Secondary Education in duplicate as well as those that are forwarded direct to the Secretary for Primary and Secondary Education by applicants instead of via their Heads of Office or Province will not be entertained.

Female candidates who qualify are encouraged to apply for the posts

Thabela (Mrs)

SECRETARY FOR PRIMARY AND SECONDARY EDUCATION

cc Secretary for Public Service Commission