

PROCUREMENT OFFICER

1. PURPOSE

The primary purpose of a procurement officer is to manage and oversee the purchasing activities of an organization, ensuring that goods and services are acquired efficiently, effectively, and cost-effectively. This involves sourcing suppliers, negotiating contracts, and ensuring compliance with organizational policies and procedures. It also entails the effective administration of the tender process, and the continuous search for improvements in cost/benefit ratios on stock items to optimize total cost of ownership. The incumbent shall assist the Procurement Manager to build and maintain effective business relationships with several suppliers across the industries in which Powercom sources its materials, goods and services, and explores various opportunities to bring buying power to bear.

2. RESPONSIBILITIES

- Purchasing goods and services
- Contract management services
- Tender processing services and enquiries
- Legal Compliance
- Emergency purchasing
- Communication with vendors

3. EDUCATIONAL AND EXPERIENCE REQUIREMENT

- Bachelor's degree in Supply Chain Management.
- Minimum three (3) years of working experience in purchasing management or materials, management function.
- Sound PASTEL or any ERP system knowledge.
- Proven experience managing and being fully responsible for the entire tender process.

4. SKILLS AND KNOWLEDGE REQUIREMENTS

- Supply Chain Knowledge
- Contract Management
- Negotiation Skills
- Interpersonal Skills
- Financial Acumen
- Project Management
- Risk Management
- Problem Solving
- Ethical Conduct
- Emotional Intelligence

5. CONTACT DETAIL

To apply for this vacancy please visit www.jobopportunities.net . Applications will only be accepted through the recruitment portal.

Please ensure to submit the following documents:

- Cover letter
- CV
- **CERTIFIED QUALIFICATIONS**
- Driver's license

6. CLOSING DATE

FRIDAY, 3 JULY 2025 AT 17H00.

NO LATE APPLICATIONS WILL BE CONSIDERED AND ACCEPTED.