

# ZIMBABWE BROADCASTING CORPORATION

## ADVERTISEMENT

### PROCUREMENT OFFICER

Applications are invited from suitably qualified and experienced candidates to fill in the above position that has arisen in the Procurement Department, Pockets Hill, Harare.

#### Key Result Areas

Reporting to the Head Procurement, the incumbent will be responsible for the following among others :-

- Prepares tender documents and processes competitive bidding in accordance with the Public Procurement and Disposal of Assets act 22.23
- Prepares monthly procurement returns for approval by the Procurement Manager before submission to the Procurement Regulatory Authority of Zimbabwe (PRAZ)
- Gives input for strategic procurement management
- Negotiates contracts with suppliers
- Provides technical procurement guidance and support to those requesting
- Prepares departmental annual procurement plan

#### The Person

The ideal candidate should have the following qualifications and attributes:

- Degree in Supply Chain Management/Logistics/Procurement or equivalent
- A Professional Qualification (CILT), (CIPS) or (IAC) an added advantage
- Knowledge of public procurement a must
- 3 years of functional managerial sourcing, logistics and/or procurement experience.
- Confidentiality
- Good Communication skills
- Proficiency in ERP systems an added advantage
- Knowledge of customs clearing procedures

Interested and qualified persons should submit their applications with comprehensive CVs, certified copies of academic and professional qualifications by not later than 23 December 2022 to:

The Acting Director Human Resources and Administration  
Zimbabwe Broadcasting Corporation  
P.O.Box HG 444  
Highlands  
Harare

Email: [procurement01@zbc.co.zw](mailto:procurement01@zbc.co.zw) or visit our website