



Okavango Diamond Company (ODC) is a rough diamond marketing company based in Gaborone, Botswana. ODC is looking to attract progressive, innovative and talented people who are passionate about world-class delivery and joining a high calibre team.

CAREER OPPORTUNITY:

Procurement Specialist

Job Summary:

The Procurement Specialist is responsible for procuring goods and/or services for ODC at a cost effective and competitive rate and suitable quality. Ensures the implementation of sound supply chain principles, policies, and controls to support the achievement of organisational deliverables and financial objectives.

Job Requirements:

1. A Bachelor's degree in Purchasing and Supply Management, Chartered Institute of Procurement and Supply Management (CIPS) membership or equivalent qualifications.
2. Five (5) years post qualification experience in supplies management activities, including purchasing and inventory control.
3. Knowledge of SAP and the PPADB Act is an added advantage.

Responsibilities:

- Provides advice and support to Management and the Board on tender submissions in line with the procurement procedures
- Ensure compliance with the Government Procurement Act and internal procurement policies
- Support line management in drafting Requests for Proposals (RFPs) and Request for Quotations (RFQs)
- Assists budget holders with negotiating contracts, terms and deadlines with service providers and suppliers
- Development of appropriate procurement reporting and monitoring mechanisms that monitor and track the budget
- Facilitates service level agreements
- Maintains a comprehensive and effective asset register and contract register
- Reports departmental risk assessment and provides mitigations
- Executes and monitors all regular purchasing duties
- Prepares reports for management and the shareholder as and when required

Closing date for applications is 8th October 2022.

To apply, please send by e-mail a comprehensive CV, copies of relevant certificates, contact details of three (3) referees and a motivation letter detailing your blend of rich experience, skills, and compatibility to the role. Please quote the job title in the subject box to: recruitment@odc.co.bw

ODC will only respond to shortlisted applicants. For more information about ODC, please visit: www.odc.co.bw