

Vacancy Advert - MANAGER PROCUREMENT AND ADMINISTRATION

BDC is looking to source a dynamic, zealous, and highly competent professional with an exceptional work ethic, and a desire to drive successful investments in Botswana and across the World.

Reporting to the Chief Financial Officer, you will be responsible for planning, managing, and coordinating the activities of the procurement function including establishing processes and policies for sourcing, acquisition, receipt and payment of goods, services or works to meet the operational requirements of BDC and its subsidiaries. You will contribute to the development and implementation of the Finance department strategy and plans including the cost management and/or rationalisation plan as well as contribute to preparation of the departmental budget for the review and input of the Chief Financial Officer.

You will identify and source suitable supplies, services and works and negotiate with vendors within delegated authority limits, budget limitations and procurement policies and provide technical advice in the preparation of the tender documentation, administration of the tendering and evaluation of bids for award in accordance with the Public Procurement Regulations Act (PPRA). Furthermore, you will oversee the contracting process in accordance with applicable standards to ensure that the relationship between the Corporation and its suppliers/service providers is managed effectively, as well as liaise with accounts payables to ensure the payment of suppliers in accordance with the Corporation standards, ensuring efficient and timely payment of suppliers to promote resourceful relationships. Additionally, you will ensure office supplies and inventories are managed, secured, and utilised cost effectively as well as provide senior management with accurate and periodic procurement information through reporting.

Desired Experience & Qualification

To succeed in this role, you will have to possess a bachelor's degree in business, Supply Chain Management, Finance, or a related field. An additional professional qualification in procurement or supply chain management from a recognised institution is also essential. You will also have a minimum of five (5) years as a procurement Specialist / Supervisor/ Senior Procurement Officer role in a medium to large organisation. Furthermore, you will have management experience in procurement planning, sourcing, vendor management and contract administration. Experience with establishing procurement policies, procedures, processes, and internal controls is essential as well as leading large tender processes.

BDC RECRUITMENT PROCESS ACKNOWLEDGES PEOPLE WITH SPECIAL NEEDS.

Remuneration

BDC offers an attractive package with benefits.

Interested candidates are to submit their applications to recruitment@bdc.bw by **5th May 2023**.