

# Head Procurement Oversight

Botswana Development Corporation is looking for a dynamic, zealous, and qualified individual ready to take up a role in Procurement and drive success in a highly innovative financial services industry.

## THE ROLE

Reporting to the Managing Director, you will be responsible for providing independent advisory support and oversight on procurement issues governed by the Public Procurement Act and other relevant laws. This includes offering guidance, advice, oversight, adjudication, and assistance in implementing procurement policies and procedures, while ensuring adherence to the Act's provisions in order to enhance transparency and accountability across the Corporation and its subsidiaries. You will also be responsible for assisting in the development and review of procurement strategies, policies, procedures, and guidelines based on the Public Procurement Act and related statutes. Furthermore, you will be responsible for the pre-adjudication, adjudication and recommendation of an award, rejection, cancellation, or any other appropriate recommendation related to any tender/procurement throughout the Corporation. You will be expected to monitor the procurement process to ensure compliance with the Act and further identify areas of vulnerability and recommend risk mitigation strategies to ensure transparency, fairness, and value for money in the Corporation's procurement decisions. You will also be required to prepare and present reports on procurement

activities, highlighting any issues or irregularities and providing recommendations for improvement, as well as establishing mechanism and procedures for handling complaints and grievances related to the procurement process.

## THE REQUIREMENTS

You should have a Bachelor's degree in Business, Finance, Supply Chain Management, or related field. An additional Professional Diploma in Procurement and Supply Chain (CIPS Level 6) or similar professional qualification in procurement or supply chain management from a recognised institution is also essential. You should also have a minimum of three (3) years in a procurement management role in a medium to large organisation with experience leading large tendering and adjudication processes.

Candidates who meet the above criteria should submit their applications to [recruitment@bdc.bw](mailto:recruitment@bdc.bw) not later than 01 September 2023.

BDC offers a commensurate package with attractive benefits.

**OUR RECRUITMENT PROCESS ACKNOWLEDGES PEOPLE WITH SPECIAL NEEDS.**