### 

**VACANCY ANNOUNCEMENT**

The SADC Secretariat invites suitably qualified, experienced, innovative, result oriented and self-driven individuals **who are citizens of Botswana or SADC Citizens with the right to work and live in Botswana,** to apply for the following position tenable at SADC Secretariat Headquarters.

**Position title : Temporary Procurement Officer – Ex-Ante**

**Application Deadline: : 21 September 2021**

**Post Grade : 6**

**Duration of Contract: : 6 months non-renewable**

**Package: : US$ 3, 400.75 per month**

For detailed job descriptions and Submission of applications, please visit the following link <https://sadc.jb.skillsmapafrica.com/Job/Index/53493>

Interested and qualified candidates are advised to read the requirements very carefully before submitting their applications.

Applicants are advised to apply online and do a full registration process, attaching Motivation Letter, CV’s, certified copies of educational, professional certificates and references. Applications with inadequate supporting documents will not be considered.

Only applicants who meet the requirements of the SADC Secretariat will be considered for interview. Should you not hear from the SADC Secretariat within two months after the closing date, kindly consider your application as unsuccessful.

**Applications received through any other sources will not be considered.**

**Procurement Officer - Ex-Ante Grade 6**

Location: Gaborone, Botswana

Duration: 6 months, non-renewable.

**Job Purpose:**

Under the Supervision of Senior Procurement Officer Ex-Ante, the incumbent will undertake ex-ante audit and control on the procurement for goods and services. Supervise the work of a team falling under this position

**Main duties and responsibilities**

* Provide procurement expert advice and guidance on all aspects of procurement functions including and, on wide ranging and complex technical issues relating to institutional procurement
* Develop, execute, and administer complex procurements
* Plan and monitor quality of work output, reviewing all procurements prior to execution for appropriateness, completeness and accuracy
* Work with colleagues to maximise use of resources and streamline procurement efforts, taking into account forecasts and procurement trends
* Carry out ex-ante and ex-post control to ensure that procurement procedures and contracts are legally sound
* Participate in the formulation / revision of procurement strategy, policy, procedures and regulations, and plans
* Deliver on job training for user departments in procurement techniques, processes and systems
* Assist and train Requisition Units in drafting Procurement Plans and on procurement matters; work with them to determine procurement needs
* Assist in the development Technical Specifications and Terms of Reference, and review them for compliance with the procurement policy and regulations
* Review the eligibility, qualification, evaluation and award criteria for compliance with the procurement procedures
* Adapt procurement procedures to the needs of the Secretariat
* Prepare special reports, statistics and forecasts and carry on other assignments as required by the supervisor
* Management Staff under direct supervision
* Perform any other duties as may be assigned

**Position requirements**

**Qualifications**

* At least a degree in Procurement or related field
* Having a profession qualification in procurement will be an added advantage

**Experience**

* At least 7-10 years’ practical experience in procurement or performing responsibilities with a substantial content in directing large-scale and complex procurement activities
* Seasoned knowledge and specialized command of all major facets of procurement policies and practices as applied across a wide range of technical sectors

**Other relevant skills required**

* Communication and presentation skills
* Interpersonal skills
* Negotiation, networking and relationship building skills
* Organisational skills (planning, budgeting, time management, work prioritisation)
* Research, analytical and problem-solving skills

**Competency Requirements**

* + - Apply interpersonal styles/methods to develop and motivate staff
    - Capable of maintaining quality whilst working under pressure and adhering to deadlines
    - Capacity to motivate and influence people positively and creates a climate where people want to do their best
    - Conceptual and practical thinking
    - Customer focused
    - Decisive
    - Demonstrate ability to work independently and largely unsupervised
    - Maintain confidentiality and respectful of sensitive situations
    - Methodical and organised, with a high level of attention to details
    - Organisational awareness with an understanding of how to engage the organisation to get things done
    - Professionalism and adherence to good work ethics
    - Question conventional approaches and encourage new ideas and innovations for progress
    - Resilience and personal drive, self-motivation
    - Results and performance driven
    - Team player