



VACANCY

PROCUREMENT CLERK

Applications are invited from suitably qualified individuals to fill the vacant position of Procurement Clerk.

MAIN PURPOSE

Processing purchase orders, reviewing product specifications, maintaining inventory, tracking deliveries, solving customer inquiries and to ensure that the Council operational needs are met in compliance with policies and procedure.

DUTIES/RESPONSIBILITIES

- Adherence of the procurement process
- Compile requests of materials and services
- Prepare purchase orders
- Customer service
- Keep track of purchases and supplies

REQUIRED KNOWLEDGE/SKILLS/COMPETENCIES

- Good communication (both written and verbal) skills
- Good Customer Care
- Good Interpersonal skills
- Record keeping
- Time management and multi-tasking skills

QUALIFICATIONS AND EXPERIENCE

- Degree in Supply Chain Management or equivalent
- At least 3-years working experience in public procurement
- Chartered Institute of Procurement and Supply (CIPS) will be an added advantage

BASIC KNOWLEDGE

- Procurement procedures and systems
- Computer Literacy – MS Office suite

REMUNERATION PACKAGE

The position comes with a competitive salary and other benefits associated with the level of the position and experience.

APPLICATIONS

Interested candidates must submit their applications with a detailed résumé and certified copies of academic qualifications to:

The Human Resources Manager

[Email: humanresource@examsCouncil.org.sz](mailto:humanresource@examsCouncil.org.sz)

Closing date: 03 June 2024

Only shortlisted candidates will be contacted.