 

**GREAT ZIMBABWE UNIVERSITY**

**INTERNAL ADVERT**

Great Zimbabwe University, an equal opportunity employer, invites suitably qualified and experienced persons to fill the following posts that have risen within the institution:

1. **VICE CHANCELLOR’S OFFICE**

**1.1 PROCUREMENT OFFICER (1 POST)**

**QUALIFICATIONS**

Applicants must have at least a first degree in Purchasing and Supply/Logistics or equivalent, and at least one (1) year relevant post - qualification experience in a purchasing and supply / logistics role. Membership of a recognized professional body such as (CIPS, ZIPS, CILT)is an added advantage. Thorough knowledge of the Public Procurement Act and other relevant laws, ICT literacy and risk management skills is a must;

**DUTIES AND RESPONSIBILITIES**

* Work closely with all departments in their supply chain activities, right from need identification and specification to product or service delivery;
* Coordinating with other departments of the University on procurement matters;
* Assist in the preparation of bidding documents in compliance with provisions of the Public Procurement and Disposal of Public Assets Act;
* Maintain and update purchasing records/ data and pricing in the system;
* Assist in the production of monthly procurement reports for the Accounting Officer;
* Servicing University Committees;
* Any other duties as assigned by from time to time.

**NB: Female candidates are encouraged to apply. Police clearance is mandatory for all applicants.**

Applicants must submit their applications consisting of the following: application letter, certified certificates and curriculum vitae giving full details of names, place and date of birth, experience, contact telephone number(s) and names and addresses of three referees to [**hr@gzu.ac.zw**](mailto:hr@gzu.ac.zw).

The applications should be addressed to:

**The Director, Human Resources**

**Great Zimbabwe University**

**P.O. Box 1235**

**MASVINGO**

**The closing date for receipt of applications is 12 February, 2021**