

VACANCY: PROCUREMENT OFFICER

Homelink which has interests in financial services and property development invites suitably qualified and experienced individuals to fill up the role of **Procurement Officer**.

Roles and Responsibilities

The incumbent will be responsible for:

- Conducting sourcing activities in accordance with established policies and procedures to meet business needs and participating in negotiations to establish and review supply arrangements that will deliver value for money procurement outcomes.
- Implementing and contributing to the development of contract management plans, resolving issues, monitoring performance and negotiating contract variations through effective supplier relationships to enhance business outcomes.
- Providing advice, information and guidance on procurement related matters to staff across the company to provide governance and support of good practice in procurement.
- Identifying, mitigating and escalating procurement risks to enable the organisation to meet its obligations and maximise business opportunities.
- Maintaining and updating procurement records and generating reports on procurement and contract activity to meet organisational compliance requirements and provide access to procurement information.
- Communicating opportunities to achieve better value for money through better procurement practices.
- Performing administration functions.

Education and Qualifications

- A degree in Purchasing, Finance or Accounting from a well recognised University.
- Membership of the Chartered Institute of Purchasing and Supply will be an added advantage.

Experience and Attributes

- A minimum of two years previous experience in a similar position.
- Exposure to the property development and financial services sector.
- An honest and ethical individual.

Email CVs to fsvacancies@homelink.co.zw

Closing date for application is 21/02/2018



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Financial Freedom