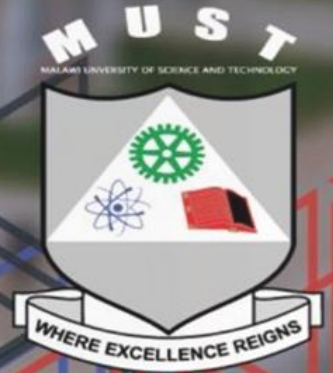


MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



VACANCY ADVERTISEMENT PROCUREMENT MANAGER

1 Background

An exciting and challenging job opportunity has arisen at the Malawi University of Science and Technology (MUST) for suitably qualified and experienced individuals who would like to contribute to the growth of the university in the position of **Procurement Manager**.

The position offers exciting opportunities for progressive, result-oriented and innovative individuals/candidates seeking to lead, manage and grow the Department of Procurement and Disposal of Assets at MUST in line with the university's vision and strategic direction.

2 The Job

The successful candidate shall be responsible to the University Registrar for the strategic implementation and delivery of procurement and disposal of assets services in the University. The candidate will also work very closely with Management by coordinating the implementation of all procurement and disposal policies and plans.

The Procurement Manager will be supported and empowered to translate MUST's vision, mission and strategic objectives into tangible and observable deliverables for the department and the University.

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2.1 Duties and Responsibilities

- 2.1.1 Ensuring that all procurement and disposal processes are conducted in compliance with the legal requirements while adopting best practices.
- 2.1.2 Managing tendering and bidding processes.
- 2.1.3 Preparing and submitting of quarterly procurements reports to the Public Procurement and Disposal of Assets Authority (PPDAA).
- 2.1.4 Acting as Secretary to the University's Internal Procurement and Disposal Committee.
- 2.1.5 Acting as an advisor to the University Management on procurement and disposal regulations, procedures and policy matters.
- 2.1.6 Collaborating with all departments in identifying material and services requirements for the purposes of procurement.
- 2.1.7 Assisting departments to develop quarterly procurement plans in compliance with the budget framework.
- 2.1.8 Developing and implementing quarterly university-wide procurement plans in liaison with the Internal Procurement and Disposal Committee.
- 2.1.9 Distributing purchase orders and vendor information for the purpose of providing reference documents for completing purchasing processes.
- 2.1.10 Preparing and maintaining up-to-date minutes of meetings of Internal Procurement and Disposal Committee.
- 2.1.11 Maintaining proper records of all procurement and disposal activities.
- 2.1.12 Acting as an advisor to the University Management in the management of framework agreements with various suppliers.
- 2.1.13 Servicing the Internal Procurement and Disposal Committee and ensuring that it is meeting regularly.

3 Qualifications, Attributes and Experience

Interested candidates should have the following qualifications, attributes, and experience:

- (a) Be a holder of a minimum of Masters degree in Procurement/Purchasing and Supply/Supply Chain Management/Business Administration/Business Management plus a Bachelors degree in Procurement/Purchasing and Supply/Supply Chain Management from a recognised and NCHE accredited institution of higher education.
- (b) Be a registered member with the Malawi Institute of Purchasing and Supply (MIPS).
- (c) Must have at least five (5) years' work experience in similar and busy environment in procurement or supply chain management.
- (d) Impeccable understanding of Procurement and Disposal of Assets Act, Procurement Regulations and Procurement Desk Instructions.

- (e) Strong technical skills and ability to effectively carry out procurement functions.
- (f) Ability to work under pressure and willingness to work during odd hours.
- (g) Strong interpersonal skills and teamwork spirit.
- (h) Ability to effectively communicate with staff and students.
- (i) Have high levels of integrity and ethical behaviour

4 Remuneration and tenure for the Position

The successful candidate shall be engaged on a two-year renewable contract based on satisfactory performance in line with MUST's performance management system and new job requirements. In addition, the successful candidate shall receive appropriate perks and benefits based on MUST's prevailing rates and Conditions of Service.

5 Prevention of Sexual Exploitation and Abuse

MUST has a zero-tolerance policy on Sexual Exploitation and Abuse. Therefore, applicants for the above vacancies must be willing to abide to the MUST Policy on Prevention of Sexual Exploitation and Abuse.

6 Mode of application

Interested candidates who meet the above qualifications and attributes should submit their applications, detailed and updated curriculum vitae and copies of certificates not later than **Tuesday, 31st December, 2024**. The curriculum vitae must include the following: the candidate's names in full; date of birth; academic qualifications; work experience; and names and e-mail addresses of three traceable referees. Applications must be submitted to:

The University Registrar
Malawi University of Science and Technology
P.O. Box 5196
Limbe

Alternatively, applications can be submitted online to the University Registrar using the following email address: vacancy@must.ac.mw

All hardcopy and electronic applications must be duly signed. Only shortlisted applicants will be acknowledged.