



EXTERNAL ADVERT

REF NO: 5 OF 2019

The Botswana Communications Regulatory Authority (BOCRA) was established through the Communications Regulatory Authority Act (CRA Act) of 2012. BOCRA is responsible for the regulation of the communications sector in Botswana, comprising telecommunications, Internet and Information and Communications Technologies (ICTs), radio communications, commercial broadcasting, postal services and related matters.

Manager, Procurement

1. Main Purpose of the job

To plan, organise, coordinate, manage and control the acquisition of supplies and services, storage, inventory management and issuing of supplies in the most timely and cost-effective manner to optimise availability to user departments. Implement procurement strategies and ensure adherence to established tender procedures and policies.

2. Key Performance Areas

- Availability of supplies
- Optimal inventory levels
- Transparency in procurement procedures
- Cost control
- Security of assets
- Accuracy of documentation and adherence to procedures
- Coordination and planning of Management Tender Committee activities
- Advice on procurement policy and best practice
- Minimise audit queries

3. Position Requirements

Education: Bachelor's Degree or equivalent in Purchasing and Supplies/Materials Management or related field.

Experience: Minimum of three (3) years post qualification experience in purchasing and supplies, two (2) of which should have been at a supervisory level.

Competencies

- Tactical Skills
- Problem Solving Skills
- Decision making
- Interpersonal skills
- Service orientation
- Management skills
- Assertiveness
- Employee Engagement Skills
- Communication Skills

4. APPLICATIONS

Candidates who meet the requirements for the above-mentioned position should apply and enclose:

- Curriculum Vitae
- Certified copies of educational certificates
- Certified copy of Omang.

Applications should be sent through the link below:
https://bocra.jb.skillsmapafrica.com/Job/Index/31303_

BOCRA will respond to shortlisted candidates only.

For further information or clarification please contact the Human Resources Department at +267 3685500.

APPLICATION CLOSING DATE: 21st JUNE 2019