



NOTICE OF VACANT POSITION

BUYER

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position and will be based at Head Office.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- 5 'O' levels including English Language and Mathematics/Accounts.
- Degree in Purchasing and Supply Management/Supply Chain Management or equivalent
- 3 years' experience in a similar role.

CORE COMPETENCIES

- Thorough knowledge of applicable Acts.
- Excellent analytical and negotiation skills.
- Honesty and reliable.
- Results Oriented.

SUMMARY OF DUTIES

- Sources and negotiates with suppliers.
- Develops and maintains relationships with suppliers, negotiating favourable terms and conditions to ensure cost-effective procurement.
- Conducts research to source the best products and services in terms of best value, delivery and quality
- Ensures the security and sustainability of sources of essential products and services.
- Drafts requests for proposals.
- Negotiates and agree on contracts, monitoring the quality of service provided
- Manages the end-to-end procurement process, including purchase orders, contract negotiations, and supplier relationship management
- Maintains a list approved of suppliers and to investigate new or alternative sources.
- Evaluates suppliers' performance.
- Undertakes value for money reviews of existing contracts.
- Forecasts price trends and their impact on future activities
- Ensures suppliers are paid on time
- Establishes and maintains intelligence and record systems.
- Produces appropriate reports and recommendations.
- Monitors and manages inventory levels, ensuring timely replenishment and minimizing stock outs.
- Ensures compliance with legal and ethical standards in sourcing and procurement practices.
- Any other work related duties as assigned by the superior.

Applications accompanied with detailed Curriculum Vitae and Certified Copies of qualifications should be emailed to recruitment@gmbdura.co.zw not later than 12 June 2024. Only shortlisted candidates will be contacted.