



MZUZU UNIVERSITY

JOB VACANCY

PROCUREMENT AND ASSET DISPOSAL MANAGER

Mzuzu University is Malawi's Second Public University established under the Laws of Malawi Cap 30:09 (Mzuzu University Act No. 12 of 1997). The University is a dual mode public institution and hence has face-to face and open, distance and e-learning (ODEL) students. Mzuzu University also offers some of its programmes on block, week-end and vacation releases and through collaborations with international partners.

The University invites applications from suitably qualified candidates to fill the position of Procurement and Asset Disposal Manager.

Reporting to the Vice-Chancellor, the incumbent will be responsible for the planning, implementation and oversight of all procurement activities in the University.

Qualifications

Candidates must have the following:

- (a) A bachelor's degree in Procurement and Supply Management or Purchasing and Supply-Chain Management or related fields obtained from a reputable and accredited institution of higher learning. Those with a master's degree in the stated fields will have an added advantage;
- (b) a minimum of five (5) years of senior-level professional experience in a large and busy organization; and
- (c) membership of the Chartered Institute of Procurement & Supply (CIPS) or its equivalent.

Duties and Responsibilities

(a) Leadership in Procurement and Disposal of Assets

- (i) Contributing to the development and implementation of procurement vision, strategy, policies, processes, and procedures to aid and improve operational performance;
- (ii) providing leadership and guidance in all aspects of procurement of goods, works, and services;
- (iii) preparing procurement plans through assessment of needs, corporate plans and budgets, corporate priorities and forecasts;
- (iv) preparing cost estimates, budgets, and forecasts for the Procurement Department and reporting on trends, variances, challenges, and risks;
- (v) managing and coordinating the procurement activities of the University in strict compliance with the Public Procurement and Disposal of Assets Act, the Regulations, and current best practice in the profession;
- (vi) positioning the Department of Procurement to become a reliable and proactive service provider for other departments of the University;
- (vii) setting and maintaining professional standards throughout each stage of the procurement cycle, from Needs Assessment, Bid Solicitation, Evaluation Awards, Contract Administration, Record Keeping and Supplier Appraisal;
- (viii) preparing and reviewing Bidding Documents and Bid Evaluation Reports for the acquisition of goods, works, and services;
- (ix) participating in the initiation and development of creative procurement processes including E-Procurement;
- (x) drafting procurement contracts for goods, works, and services, as well as managing contracts;
- (xi) developing and overseeing the implementation of the fixed asset disposal;
- (xii) planning, organizing, and advertising all approved non-economical fixed assets identified for disposal to ensure accurate accounting records, transparency and competitiveness;
- (xiii) planning and executing fixed asset verification, investigating and reporting on variances, making necessary recommendations to resolve discrepancies, and updating the fixed asset disposal register; and

- (xiv) assessing the University's current fixed asset status, depreciation value, and projected investment goals;

(b) Networking

- (xv) Continuously engaging with state agencies and professional bodies on all matters related to procurement; and
- (xvi) providing objective expert advice on procurement policy practices to Management and the Internal Procurement and Disposal of Assets Committee (IPDC).

(c) Team Leadership

- (xvii) Set departmental objectives/KPIs and review and assess the ongoing performance.
- (xviii) Supervise, coach, and develop staff to meet agreed objectives and deliver best-practice results, added value, and continuous improvements;
- (xix) ensuring fulfillment of performance levels as provided in the Customer Service Charter;
- (xx) providing secretarial services to the IPDC, as well as being the link between the University and the Public Procurement and Disposal of Assets Authority (PPDA); and
- (xxi) any other reasonable duties as assigned by Management.

Desired Attributes and Competencies

- (i) Good strategic logical thinking skills;
- (ii) demonstrable ability to work under pressure and beyond stipulated working-hours;
- (iii) successful delivery of high quality supplies and savings to reinvest in our student and campus procurements;
- (iv) commercially and financially aware with experience of managing budgets;
- (v) ability to build trustworthy relationships with clients and suppliers;
- (vi) good knowledge of procurement's key drivers and key success factors;

- (vii) proven management skills with the ability to optimize team performance and development;
- (viii) excellent management skills with the ability to engage, negotiate, and manage key stakeholders and suppliers;
- (ix) results oriented with the ability to plan and deliver against deadlines;
- (x) multi-tasking and time-management skills, with the ability to prioritize tasks; and
- (xi) keen attention to detail and accuracy.

Terms and Conditions of Service

This appointment will be on a fixed-term contract for three (3) years. Mzuzu University shall provide an attractive salary and benefits to successful candidate in accordance with its emolument structure.

Method of Application

The application should include an up-to-date Curriculum Vitae (CV), copies of academic and professional qualifications as well as names and contact details of three traceable referees. The job title should be indicated on the envelope and sent to the:

**University Registrar
Mzuzu University
Private Bag 201
Luwingu
MZUZU 2
MALAWI**

Or Electronic Submission:

Electronic submission of the application should be sent as attachments in PDF or MS Word format to jobvacancies@mzuni.ac.mw. The subject line of the application should read **JOB VAC: Procurement and Asset Disposal Manager**.

To reach the University not later than **Friday, 18th March 2022**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.