



EXTERNAL VACANCY ANNOUNCEMENT

21 SEPTEMBER 2023

The Office of the Auditor-General (OAG) is an independent and autonomous body and is the Supreme Audit Institution in Lesotho. OAG is responsible for auditing government revenue and spending and overseeing public funds' management, quality, and credibility of the government's reported financial data.

OAG invites applications from suitably qualified local candidates for the following position:

JOB TITLE	PROCUREMENT MANAGER
NO OF POSTS	1
RESPONSIBLE TO	DIRECTOR FINANCE AND ADMIN
RESPONSIBLE FOR	SENIOR PROCUREMENT OFFICER

CORE DESCRIPTION

The incumbent is responsible for the overall strategic and tactical planning of procurement and supply value chain of the Office of the Auditor General.

JOB RESPONSIBILITIES

- Prepares annual procurement plans for all OAG business functions.
- Establish OAG Tender Board and ensure that key decisions are properly recorded Establish OAG supplier database through pre-qualification, development of new vendors and maintain a duly approved supplier list approved
- Negotiate with external vendors to secure advantageous terms
- Approve the ordering of necessary goods and services and finalise purchase details of orders and deliveries.
- Collaborate with key persons to ensure clarity of specifications and expectations of the company
- Perform risk management for supply contracts and agreements
- Develop and implement the procurement legal framework and corruption control measures within OAG.
- Oversees the proper disposal of unserviceable, obsolete and surplus stores/asset items.
- Prepares the initial draft of the invitation to tender documents including the draft contract and submits these to the relevant office for approval and issue.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Master's degree in procurement, purchasing & supply chain management, Economics, Public Administration plus 3 years' experience in procurement at a senior level position.
- OR**
- Bachelor's degree in procurement, purchasing & supply chain management, Economics, Public Administration plus 6 years' experience in procurement at a senior level position.
 - Professional qualification from the Chartered Institute of Purchasing and Supply (CIPS) is a requirement.

COMPETENCIES

- a) Client-centric & negotiation skills
- b) Accountable & Integrity
- c) Business Acumen & Conflict Resolution
- d) Planning & organising
- e) Logical Thinking