



VACANCY

PROCUREMENT OFFICER

Applications are invited from interested and suitably qualified candidates for the position of Procurement Officer, which is on a permanent basis. The position reports to the Chief Financial Officer.

Job Purpose

Manages the supply chain of equipment, stationary and all purchases to ensure that Head Office and Branches have sufficient supplies to be able to deliver effective services. Maintenance of all stock levels and implements controls to mitigate risk and abuse through the implementation of efficient systems for tracking supplies and equipment.

Key Responsibilities

- Develops policies and procedures for the purchasing of equipment and supplies in the organisation including a transparent and effective tendering process.
- Implementation of monitoring and tracking systems to mitigate the risk of abuse and effective inventory control.
- Arranges purchases of equipment and supplies as approved in the budget and obtains Executive approval for items outside the budget.
- Reviews requirements to determine quality and type of goods to be purchased.
- Authorises payment of invoices and returns unsatisfactory merchandise.
- Negotiates prices, credit terms, discounts and delivery arrangements with external contractors and suppliers.
- Assist Managers to Control the Purchasing Budget and works closely with internal stakeholders to ensure they are accountable for requested expenditure against their budgets.
- Assists the Accountant with the updating of the Fixed Asset Register making sure it is accurate to purchases authorised by the department.
- Conducts ad hoc inventory audits in the Branches and Incubators to ensure purchased equipment and supplies aligns to the data in the tracking and monitoring records.
- Establishes mechanisms to ensure the reliable transportation and delivery of supplies and equipment to Head Office, Branches and Incubators.
- Enforce procurement regulations in the company and with external stakeholders in accordance to the Public Procurement Act 2011.
- Provides feedback and reports for the Chief Financial Officer.

Key Competencies

- **Planning and organisation:** proven ability to effectively allocate resources and just in time delivery of equipment and supplies to meet clients' needs.
- **Strategy:** proven ability to plan and organise work, requiring in-depth understanding of strategic planning and direction.
- **Communication:** excellent communication skills, both written and oral, and an ability to communicate with suppliers and internal stakeholders. An ability to prepare reports that are clear, concise and meaningful.
- **Teamwork:** ability to work with a team to achieve a common purpose.
- **Client Orientation:** ability to identify client's needs and propose appropriate solutions as well as establish and maintain effective relationships with outside suppliers.
- **Analytical skills:** Proven conceptual, evaluative and analytical skills ability to identify issues, formulate options and make conclusive recommendations.
- **Judgement & Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Results Orientated:** Sets out goals and priorities that maximise the use of available resources to consistently deliver results against expectations.
- **Negotiation & Advocacy:** Persuades others and facilitates win-win situations.
- **Management of Financial Resources:** Broad understanding of financial principles and financial controls.
- **Marketing Skills:** Ability to persuade and influence others.

Qualifications & Experience

- **Education**
 - ❖ Advanced Diploma/Associate Degree in Procurement and Supply, Procurement and Contract Management, Purchasing and Materials Management
 - ❖ Preferable a Bachelor's Degree in Business, Supply Chain Management, or related field
- **Experience**
 - ❖ 3 years' experience in supplies and material management and logistic services or related field
 - ❖ Computer literacy and understanding of procurement software
 - ❖ Familiarity with the Public Procurement Act 2011 and the Public Procurement Regulations.

Deadline for submission of applications is by close of business on Tuesday, 17th March 2026.

Applications should be addressed to:

The Chief Executive Officer
Small Enterprises Development Company
P.O. Box A186, Swazi Plaza, Mbabane
Email to recruitment@sedco.co.sz