



ESWATINI TELEVISION AUTHORITY

JOB DESCRIPTION

JOB TITLE	PROCUREMENT OFFICER
NAME	
DEPARTMENT	FINANCE DEPARTMENT
JOB GRADE	
REPORTING TO	CHIEF FINANCIAL OFFICER

JOB SUMMARY

Procurement Officer's responsibilities include supervising staff, maintain positive supplier relations, evaluating supply options, approving purchases, and maintain accurate records.

KEY PERFORMANCE AREAS

Job Responsibilities / Duties

- Overseeing and supervising employees and all activities of the purchasing department
- Preparation and consolidation of Procurement Plan with Organizational Budgets
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- Preparation of Tender documents as well as administer all tendering processes for ESTVA
- Writing of Deviations / Special Request to ESPPRA
- Constantly updating of procurement plan for new procurement.
- Preparations of an updated data base for suppliers.
- Following and enforcing the company's procurement policies procedures
- Reviewing, comparing, analysing and approving products and services to be purchased.
- Contracts Management
- Managing inventories and maintain accurate purchase and pricing records.

- Maintaining good supplier relations and negotiating contracts.
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- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Researching and evaluating prospective suppliers
- Preparing budgets, costs analyses and reports
- Work with team members to complete duties as needed
- Any other duties assigned

QUALIFICATION REQUIREMENTS

EDUCATION/ QUALIFICATION

- Bachelor's Degree in Purchasing and Logistics or Equivalent
- 3 years, experience as a Procurement Officer
- Must have a CIPS qualification or studying towards it