



GET READY TO JOIN US



Vacancy

HEAD: PROCUREMENT OVERSIGHT

Botswana Railways invites fully qualified Supply Chain Professionals, with a good track record of accomplishment to apply for the position of **Head: Procurement Oversight** tenable at **Mahalapye – Headquarters**. This position reports directly to the **Director Procurement and Oversight** within the Procurement and Oversight Department.

Main Purpose of the Job:

The incumbent will be responsible for compliance to public procurement legislation and related procedures, as well as to promote the fundamental principles of transparency, competition, economy, efficiency, fairness, and accountability in the public procurement for the achievement of best value for money in Botswana Railways expenditure. To provide guidance in the management of tenders and build capacity in specialist services for tendering to ensure effective acquisition of goods, services and works within Botswana Railways.

Position Requirements:

Educational: Bachelor's Degree in Procurement and Supply Chain Management, Business or related with CIPS Level 4. Full Membership of a recognised institute of Materials Management/CIPS Qualification will be a requirement.

Experience: At least seven (7) years relevant post qualification experience in Supply Chain Management, three (3) of which should be at a supervisory level responsible for the materials management function in a large organisation.

Competencies

Technical Competencies

- Understanding of public procurement laws and related legal and regulatory frameworks
- Negotiation and lobbying skills
- Quantitative and analytical skills
- Proficiency in relevant IT applications
- Understanding of Logistics and Warehouse Management
- Report Writing and Presentation skills
- Strategic Orientation
- Management of Resources

Behavioural Competencies

- Integrity
- Acting with honour and character
- Demonstrating personal flexibility
- Mastering Complexity
- Analytical and Strategic Thinking
- Deciding and Initiating Change
- Teamwork and Partnering
- Drive for Results
- Planning and Execution
- Supervision and Accountability
- Delivering Quality Service

Key Results Areas

- Adherence to policies and procedures.
- Timely procurement of goods, services and works.
- Effective risk management.
- Authorises disposal of surplus and redundant materials and assets up to a delegated limit.
- Timely facilitation of Procurement Oversight adjudication issues to the Accounting.
- Negotiates and manages contract agreements associated with procurement of materials and services.

Remuneration

Botswana Railways offers competitive salary and benefits.

Interested candidates who meet the above requirements with the ability to make a significant contribution to the **Supply Chain Management Field**, within the operations of Botswana Railways, may forward their applications together with their curriculum vitae, certified copies of qualifications and at least three references of position in authority to recruitment@botrail.bw or send to: -

Director Corporate Services
Botswana Railways
Private Bag 0052
MAHALAPYE

Telephone: 4711375

Closing date: July 07, 2023.

Only shortlisted candidates will be responded to: