



The Competition Authority is constituted in terms of section 4 of the Competition Act of 2009. The main purpose of the Authority is prevention of, and redress for anti-competitive practices in the economy. The Authority requires the services of a knowledgeable, highly skilled and self-driven citizen to apply for the following position:

Position Title: Procurement & Asset Maintenance Officer

Main Purpose of the Job:

Reporting to the Director Corporate Services, the job entails managing the supply chain of goods and services to meet the needs of the Authority and organise and control the cost effective, value for money maintenance of the Authority's assets and properties in order to ensure that the assets are repaired, maintained and cleaned in accordance with laid down standards to prolong the life of the assets.

Key Performance Areas

1. Adherence to and implementation of supplies and materials management policies and procedures.
2. Implementation of monitoring and tracking systems to mitigate the risk of abuse and effective inventory control.
3. Purchases to meet organisational requirements within approved budget.
4. Appearance of assets
5. Implementation of maintenance schedules
6. Effective management of service providers and SLAs

Position Requirements

Education: Bachelor's Degree in Supplies and Materials Management or a related field
or
Certified professional from the Chartered Institute of Purchasing & Supply or equivalent

Experience: At least 5 years' experience in procurement, supplies and materials management and logistical services.

Good knowledge of public procurement and asset disposal policies.

Remuneration and Terms: The above position is on permanent and pensionable terms. Competitive remuneration and terms as contained in the General Terms and Conditions of Service of the Competition Authority await the right candidate.

Method of Application: Candidates who meet the above requirements are invited to apply through the online portal by following the below link:

<https://portal.piilosoftware.com/QuestionnaireForm.aspx?qj=21&pi=189>

Note:

Only Applications submitted through the form will be considered. For technical queries on the online portal, please contact Talent Trending Botswana at +267 3113996/7

Closing date: 31st August 2018