

## EXTERNAL ADVERT

The Botswana University of Agriculture and Natural Resources (BUAN) invites applications from suitably qualified individuals for the following post:

### OFFICE OF THE VICE CHANCELLOR

#### 1. VACANCY CIRCULAR NO. 2022:05:07

#### DIRECTOR, PROCUREMENT OVERSIGHT (5 YEAR CONTRACT) – ONE POSITION

##### JOB PURPOSE

Accountable to the University Vice Chancellor, the incumbent will be responsible for the following among others;

- Pre-adjudication, adjudication and recommendation of tender awards, rejection, cancellation, or any other appropriate recommendations relating to tendering processes and procedures within the University.
- Ensuring efficiency and effectiveness in a manner possible by enforcing compliance with provisions of the new Public Procurement Act, Regulations and best practice.
- Ensuring sustainable procurement in delivering economic, social and environmental policy objectives.
- Developing policies and strategies for procurement from international markets including foundations, agencies, supranational organization, or their procurement agents, preferred international suppliers or development partners for complex supply chains.
- Ensuring that the department functions are carried out independently.

##### THE REQUIREMENTS

The right candidate must meet the following minimum requirements;

- Possess a Master's Degree in Supply Chain Management or any business related field.
- Should have attained a Bachelor's Degree in a related field
- Full Member of Chartered Institute of Procurement and Supply (MCIPS)
- A minimum of ten (10) years post qualification experience, with four (4) years of which should have been at Managerial level.

##### COMPETENCES:

- Strategy Translation
- Tender Management
- Logistics Management
- Supply Chain Regulatory Framework
- Asset/Stock Disposal Management
- Technical Expertise
- Customer Focus
- Financial Management

#### 2. VACANCY CIRCULAR NO. 2022:05:08

#### PROCUREMENT SPECIALIST (WORKS AND PROJECTS) – ONE POSITION

##### JOB PURPOSE

Accountable to the Director, Procurement Oversight Unit, the incumbent will be responsible for:

- Organising, planning, and coordinating procurement functions in adherence to established policies and procedures to derive optimal value for the University.

##### RESPONSIBILITIES

- Facilitation and adjudication of tenders (works and projects tender proposals)
- Review and submit tender evaluation reports from the Tender Evaluation Committee.
- Adhere to compliance with contracts and service level agreements.
- Ensure compliance with existing new Act and the Regulations

##### THE REQUIREMENTS

The right candidate must meet the following minimum requirements, among others;

- Possess a Bachelor's Degree in Purchasing and Materials Management, MCIPS or related and membership of an internationally recognised institute of professional procurement and supply.
- A minimum of four (4) years' work experience in a supply chain environment; two (2) of which should have been at Procurement Officer level.
- Specialist Knowledge in areas of procurement and supply chain management.

##### COMPETENCIES:

- Technical Expertise
- Purchasing
- Tender Management
- Supply Chain Regulatory Framework
- Procurement Product Knowledge

##### Benefits:

These include motor vehicle purchase advance scheme, an optional 50% medical aid plan (BOMAID), Group Life Assurance Scheme. Loan schemes with various financial services providers at negotiated rates.

In addition, permanent and pensionable staff are offered a contributory pension scheme while contract staff are offered a gratuity of 30% of basic salary after successful completion of the contract.

**Method of Application:** Applications must quote the vacancy number, the post being applied for and be accompanied by detailed CV, true and certified copies of educational/professional certificates and national identity card, and details for at least 3 contactable referees of which one should be the immediate supervisor. Applications must be addressed to:

The Director, Human Resources  
Botswana University of Agriculture and Natural Resources  
Private Bag 0027  
GABORONE

Email: [recruitment@buan.ac.bw](mailto:recruitment@buan.ac.bw)  
OR Hand delivered applications should be submitted to  
Records office, Block 300, BUAN.

**CLOSING DATE: 24th June 2022**