

**COLLEGE OF MEDICINE**

VACANCY

The College of Medicine, a constituent College of the University of Malawi, is inviting applications from suitably qualified candidates to fill the following vacant positions in the Procurement Unit:

1. **Assistant Procurement Officer (1 Post: Blantyre)**

**Position Summary**

Reporting to the Procurement Officer, the Assistant Procurement Officer will be responsible for the effective delivery of procurement services in order to obtain the best value for money. The successful candidate will be offered an employment contract in line with University of Malawi terms and conditions.

**Duties and Responsibilities:**

* Planning, implementing and monitoring assigned procurement activities;
* Providing technical support to line managers and users;
* Managing and guiding assigned procurement processes and transactions;
* Reviewing and analyzing supplier terms, prices and performance;
* Processing requisitions into purchase orders;
* Researching open market and contract purchase prices for the Internal Procurement Committee;
* Introducing and implementing sourcing strategies
* Servicing internal procurement committee;
* Maintaining records to ensure that procurement processes, decisions and contractual agreements are accurately documented for accountability and audit purposes;
* Supervising and mentoring junior staff;
* Ensuring compliance with legal and other regulatory frameworks;
* Coordinating and monitoring due diligence initiatives;
* Producing relevant reports;
* Resolving client queries.

**Requirements**

* Bachelor’s Degree in relevant field
* Those with Master’s degree will have an added advantage
* Professional certification
* Hands-on experience in using e-procurement systems
* 3 years’ experience working in a busy institution

**Other Attributes**

* Ability to work in a team
* Ability to work within strict deadlines
* Commitment to work, including during odd hours
* Proficiency in both written and verbal communication
* Clean employment record

1. **Procurement Assistant (2 Posts)**

Position Summary

Reporting to the Assistant Procurement Officer, the Procurement Assistant will be responsible for facilitating and supporting the effective delivering of procurement services to ensure efficiency and economy.

Duties and Responsibilities:

* Obtaining quotes for low value items;
* Sourcing and maintaining contact with suppliers and service providers;
* Coordinating with users to ensure that specifications are captured correctly;
* Capturing data for all procurement activities;
* Reviewing requisitions for completeness and accuracy;
* Collecting data on market conditions and trends;
* Receiving and inspecting procured items in liaison with the Stores Unit;
* Conducting due diligence on new suppliers and service providers;
* Attending to procurement queries;
* Preparing and maintaining procurement records.

**Education Qualification and Experience**

* MSCE;
* Relevant professional certificate;
* 2 years’ experience.

**Other Attributes**

* Ability to work in a team
* Ability to work within strict deadlines
* Commitment to work, including during odd hours
* Proficiency in both written and verbal communication
* Clean employment record

**How to Apply**

Applicants meeting the requirements above should submit applications including copies of certificates and detailed CV with names, emails and contacts of 3 professional referees to:

The Registrar

College of Medicine

Private Bag 360

Chichiri

Blantyre 3

Or

Email: [hr@medcol.mw](mailto:hr@medcol.mw)

Only shortlisted candidates will be contacted.

Deadline: 9th September, 2019 by 5:00 pm.