

JOB TITLE: Procurement Specialist	
JOB SUMMARY:	
<p>The Digital Delivery Support Framework of the Ministry of Digital Transformation (MDT) aims to develop an enabling environment for Digitization Projects in key Ministries, Departments and Agencies (MDAs). The vision of this framework is the central coordination of core and foundational ICT projects across the public sector that collectively advances the country’s digital transformation agenda.</p> <p>The Procurement Specialist will lead on the creation of RFPs and TORs, assist with conducting market research and providing technical information for the Project. The Specialist will also, review, edit, and rephrase content provided by the technical team to deliver clarity.</p>	
REPORTS TO:	
SUPERVISION GIVEN TO:	
KEY RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Directs the development of efficient procurement solutions by conducting market research, analyzing industry and demand trends, providing technical information, identifying prospective suppliers and comparing their offerings, and implementing sourcing strategies. 2. Leads the initial execution of the process by creating Request for Proposals (RFPs) and Terms of Reference (TORs), requesting quotes, preparing and issuing purchase orders and agreements. 3. Delivers clarity to the Procurement process by reviewing, editing, and rephrasing content provided by the technical team. 4. Adopts best practices in the procurement process by ensuring that the Procurement Policy and relevant Procurement legislation and regulatory standards are strictly applied. 5. Leads the negotiations of contracts by discussing and settling with contractors on suitable prices and other key elements of the contracts, as well as partake in meetings with the legal department to ensure any contractual obligations are favorable to the company. 6. Performs cost analysis to economically determine the best prices in procurement by distinguishing prices between various vendors to make good purchasing decision and monitor and analyze the performance of certain vendors to decide whether or not to continue buying from them. 7. Performs other duties as assigned. 	
Knowledge	<ul style="list-style-type: none"> ▪ Considerable knowledge and application of strategic sourcing methodology. ▪ Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management. ▪ Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management. ▪ Considerable knowledge of research methods, principles and techniques. ▪ Considerable knowledge of the principles and methods of strategic planning and project management. ▪ Considerable knowledge of relevant computer applications, including e-procurement.

<p>Skills and Abilities</p>	<ul style="list-style-type: none"> ▪ Ability to display sound investigative, analytical, critical thinking, problem solving and decision-making skills ▪ Ability to co-ordinate the activities of a group of professional and other support staff. ▪ Ability to use e-procurement software applications. ▪ Ability to analyse and evaluate data and trends and make informed recommendations. ▪ Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property. ▪ Ability to think critically, solve complex problems and make decisions within approved policy frameworks. ▪ Ability to meet critical deadlines. ▪ Ability to exercise tact and diplomacy in the performance of duties. ▪ Ability to maintain confidentiality and integrity in the performance of duties. ▪ Ability to communicate effectively both orally and in writing. Ability to prepare comprehensive reports and policy documents. ▪ Ability to establish and maintain effective working relationships with associates and other stakeholders.
<p>Minimum Experience and Training:</p>	<ul style="list-style-type: none"> ▪ Training as evidenced by a recognized degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing; supplemented by certification in Procurement and Supply, Procurement Management or Supply Chain Management from an accredited institution; ▪ Minimum of 5-7 years experience in the area of procurement and disposal of public property. ▪ Any suitable combination of qualifications or experience and training will be considered.