



# WE ARE HIRING



The Botswana Public Officers' Medical Aid Scheme (BPOMAS) is the country's largest Medical Aid Scheme which provides its members with comprehensive medical aid cover and complementary value adding benefits. We are looking for highly driven and motivated professional to fill the following position:

## PROCUREMENT SPECIALIST

Location: BPOMAS Office, Gaborone

### Purpose of Job:

The Procurement Specialist is responsible for sourcing and procuring products and services for the operation of BPOMAS within established limits, quality, and quantity within set procurement guidelines. The role has a responsibility to ensure that procurement decisions are within governance, optimizing cost, quality and logistical considerations to achieve fair value, coordinating the purchasing process, ensuring timely orders and deliveries of materials and services to meet business demands. The role reports to the Finance and Administration Manager.

### Key Responsibilities:

- Preparation of procurement plans for approved projects, taking into consideration the Scheme's annual business plans, and monitor implementation thereof.
- Ensure adherence of procurement activities within Procurement Policies and Procedures. Evaluate and update policies and procedures as needed.
- Coordinate all procurement activities including tendering processes, evaluation, contract management, legal considerations and payment conditions, contractor performance, evaluation, risk assessment, and performance sustainability.
- Review processes in line with best practice and make recommendations to management to enhance procurement processes and systems in a manner that supports value creation.
- Closely collaborate with internal stakeholders to determine procurement needs and expectations. Source required products or services needed to support operational plans.
- Generate purchase orders, maintain accuracy of purchasing and inventory systems and records.
- Assess possible procurement risks and prepare risk mitigation strategies for recommendation to management.
- As part of the Procurement Committee, develop criteria for evaluation of tenders that ensure value for money from respective tenders.
- Develop a sourcing strategy and implement strategic initiatives including vendor selection.
- Perform analysis to identify savings, define efficiency opportunities and strategic initiatives that should be undertaken.
- Conduct vendor evaluation, quality management, and performance measurement
- Implement strategic sourcing and conduct research to ascertain best products and suppliers related to best value, delivery schedules and quality; identify potential suppliers, visit existing suppliers, build and maintain good relationships.

- Review purchase terms and conditions; negotiate vendor purchase orders and contracts.
- Monitor vendor progress on purchase orders and contracts in process; verify quality of service provided and adherence to contract terms.
- Deliver on new projects and operational plans requirements.
- Maintain documentation in support of all procurement; prepare reports as requested.
- Maintain and update the supplier's vendor lists; maintain files for contracts, leases, and any other agreements.
- Conduct periodic physical inventory checks, including fixed assets and sample testing
- Develop inventory control systems, tracking the demand for inventory replenishment.

### Qualifications:

A Degree in Purchasing, Supply Chain Management, Commerce, or related field from a recognized institution of higher learning.

### Experience:

- The Procurement Specialist should have minimum (5) five years previous work experience, in purchasing, procurement and/or contracting, demonstrating implementation of strategic procurement practices, with good understanding of procurement tools, practices and principles; demonstrable ability to gather, organize and analyze information; ability to prepare reports; and to develop and evaluate policies and procedures.
- Good understanding of basic finance and accounting principles to control budget and costs.
- Good knowledge of contract laws and conditions.

### Skills & Competencies

- Business Acumen
- Results Orientation
- Commercial Orientation
- Organizational Agility
- Planning Organization and Coordinating skills
- Knowledge of Botswana Laws
- Negotiation Skills
- Procurement and contract/lease management
- Supply Chain Risk Management

Interested applicants should submit their applications (Cover Letter, Curriculum Vitae (CV), Qualifications and references) to [recruitment@bpomas.co.bw](mailto:recruitment@bpomas.co.bw)

A vacancy reference must be made when applying.

The closing date for all positions is **28<sup>th</sup> October 2024 at 1700hrs**. Only shortlisted candidates will be contacted.