



VACANCIES

The Electricity Supply Corporation of Malawi Limited (ESCOM) invites applications from suitably qualified and experienced persons to fill the following vacant positions in the Procurement Division:

Position : **Procurement Manager**
Reporting : The incumbent will be reporting to the Director of Procurement.

Key specific responsibilities will include:

- Provision of leadership and direction in all matters relating to the procurement of goods, works and services;
- Efficient and effective management of a professional and high quality procurement service
- Managing and coordinating the procurement activities of the Corporation in strict compliance with the Public Procurement and Disposal of Assets Act, the Regulations and desk instructions while adhering to current best practice in the profession.
- Preparation of Procurement plans through assessment of needs, corporate plans and budgets, corporate priorities and forecasts
- Preparation of cost estimates, budgets and forecast for the Procurement Department and reporting on trends, variances, challenges and risks

- Positioning the Procurement Department to become a reliable and proactive service provider for other Divisions of the Corporation.
- Setting and maintaining professional standards throughout each stage of the procurement cycle from Needs Assessment, Bid solicitation, Evaluation Awards, Contract Administration, Record Keeping and Supplier Appraisal.
- Preparation and review of Bidding Documents and Bid Evaluation Reports for Procurement of goods, works and services.
- Drafting procurement contracts for goods, works and services as well as conducting contract administration
- Provision of objective expert advice to the Internal Procurement and Disposal of Assets Committee (IPDC) on procurement policy practices while also providing secretarial services to the IPDC, as well as being the link between the Corporation and the Public Procurement and Disposal of Assets Authority (PPDA).
- Preparation of reports to ESCOM Management, user department and PPDA
- Any other relevant duties as assigned from time to time by the Director of Procurement.

Qualifications and experience:

- A first degree from a recognized University majoring in Procurement and Logistics Management or in Engineering, Business Administration, Finance, Economics, Public Administration plus possession of a Diploma of the Chartered Institute of Purchasing & Supply (CIPS). Those with a Masters' Degree in Procurement or Supply Chain Management will have an added advantage.

- A minimum of five consecutive years' of relevant experience at management level in a busy procuring entity

Key Competencies :

- Good strategic skills with logical thinking
- Good knowledge of procurement key drivers and key success factors
- Proven track record of management at a senior level
- Capacity to implement change
- Excellent communication skills
- Strong computer skills in use of MS word, Excel and power point
- Ready to learn new ways of doing things

Position : Senior Procurement Officer

Reporting : The incumbent will be reporting to the Procurement Manager

Key specific responsibilities will include:

- Co-ordinating all procurement activities in strict compliance with the Public Procurement and Disposal of Assets Act, the Public Procurement and Disposal of Assets Regulations and the Desk Instructions, while adhering to current best practice in the profession

- Assisting in the analysis of divisional budgets and preparation of Divisional Annual Procurement Plans (DAPP's) through the assessment of needs, corporate plans and budgets, corporate profiles and forecasts in liaison with user divisions
- Preparation of cost estimates, budgets and forecast for the Human Resources and Administration Division and reporting to the Procurement Manager on trends, variances, challenges and risks
- Verification of the user requisitions with the budget and procurement plan
- Preparation and review of Bidding Documents for procurement of goods, works and services as well as evaluation reports
- Assisting from time to time at Internal Procurement and Disposal of Assets Committee (IPDC) Meeting as required by the Procurement Manager
- Drafting of procurement contracts for goods, works and services
- Conducting all procurement administration tasks relevant to contracts
- Communicating with suppliers on the status of their performance and producing supplier performance reports
- Ensuring reduced turnaround times and facilitation of inspections
- Supervision of subordinate staff
- Any other relevant duties as assigned by the Procurement Manager.

Qualifications and experience:

- A first degree from a recognized University majoring in Procurement and Logistics Management or in Engineering, Business Administration, Finance, Economics, Public Administration plus possession of a Diploma of the Chartered Institute of Purchasing & Supply (CIPS)

- A minimum of four years' relevant experience with a good track record in a similar nature of working environment
- Must be a full member of Malawi Institute of Procurement and Supply (MIPS)
- Knowledge of Donor funded Projects procurement i.e. World Bank and African Development Bank will be an added advantage

Key Competencies :

- Good strategic skills
- Commercial awareness
- Good knowledge of procurement key drivers and key success factors
- Capacity to implement change
- Excellent communication skills
- Ability to learn new things
- Strong computer skills in MS word and Excel

Position : Procurement Officer

Reporting : The incumbent will be reporting to the Senior Procurement Officer

Key specific responsibilities will include:

- Coordinating procurement activities within his/her remit in strict compliance with the Public Procurement and Disposal of Assets Act, the Public Procurement and Disposal of Assets Regulations and the Desk Instructions, while adhering to current best practice in the profession
- Assist in Procurement Planning

- Preparation and review of Bidding Documents, within his/her remit, for procurement of goods, works and services
- Preparation and processing of Requests for Proposals and Expressions of Interest including Local Purchase Orders
- Assist in preparing Evaluation Reports
- Assist in drafting contracts for the successful bidder
- Monitor progress of contract and undertake contract administration tasks
- Conduct supplier appraisal
- Any other relevant duties as assigned by the Senior Procurement Officer from time to time

Qualifications and experience:

- A first degree from a recognized University majoring in Procurement and Logistics Management or in Engineering, Business Administration, Finance, Economics, Public Administration plus possession of a Diploma of the Chartered Institute of Purchasing & Supply (CIPS)
- A minimum of three years' experience in a similar position
- Must be a full member of Malawi Institute of Procurement and Supply (MIPS)

Key Competencies :

- Commercial awareness

- Good knowledge of procurement key drivers and key success factors
- Excellent communication skill
- Strong computer skills in MS word and Excel

Position : **Assistant Procurement Officer**

Reporting : The incumbent will be reporting to the Procurement Officer.

Key specific responsibilities will include:

- Co-ordinating procurement activities in strict compliance with the Public Procurement and Disposal of Assets Act, the Public Procurement and Disposal of Assets Regulations and the Desk Instructions, while adhering to current best practice in the profession
- Assist in Procurement Planning
- Preparation and review of Bidding Documents, within his/her remit, for procurement of goods, works and services
- Preparation and processing of Requests for Proposals and Expressions of Interest including Local Purchase Orders
- Assist in preparing Evaluation Reports
- Assist in drafting contracts for the successful bidder
- Monitor progress of contracts and undertake contract administration tasks
- Conduct supplier appraisal

- Any other relevant duties as assigned by the Procurement Officer from time to time

Qualifications and experience:

- A first degree from a recognized University majoring in Procurement and Logistics Management or in Engineering, Business Administration, Finance, Economics, Public Administration plus possession of a Diploma of the Chartered Institute of Purchasing & Supply (CIPS)
- A minimum of three consecutive years' of demonstrable relevant experience with good track record in a similar busy institution
- Must be a full member of Malawi Institute of Procurement and Supply (MIPS)

Key Competencies :

- Commercial awareness
- Good knowledge of procurement, key drivers and key success factors
- Ability to manage pressure and emotions with the public
- Excellent communication skill
- Strong computer skills in MS word and Excel

Interested candidates should submit their applications along with detailed **Curriculum Vitae**, certified copies of qualifications and **names of three (3) traceable referees** by 22nd July 2018 to:

The Director of Human Resources and Administration
ESCOM Limited
P. O. Box 2047
Blantyre.

Only shortlisted candidates will be acknowledged and invited for interviews. Please, note that ESCOM is an equal opportunity employer.