



Overview

The Botswana Trade Commission (BOTC) is a Parastatal under the Ministry of Trade and Industry Botswana (MITI) established in 2013 through an act of Parliament pursuant to Article 14 of the SACU Agreement of 2002.

The mandate of BOTC is to provide for an efficient and effective system for the administration and facilitation of international trade, to regulate the import and export of goods, to provide for the implementation of the SACU Agreement and to provide for matters incidental thereto. This is done with an aim to promote fair trade and industry competitiveness.

PROCUREMENT SPECIALIST

To acquire supplies, services, and works and manage inventory levels, receive, manage, and issue supplies in accordance with laid down procedures.

POSITION REQUIREMENTS:

Education: Degree in Material Management, Procurement, Logistics, Business, Accounting. A Master's degree in Materials Management, Logistics or a Graduate Diploma in CIPS (Level 6) will be an added advantage.

Experience: Minimum seven years (7) years post-qualification experience in Procurement and Supply fields of which 2 of them should be at the supervisory level

JOB RESPONSIBILITIES

KEY RESULTS AREA

- Cost Control
- Procurement Management Effectiveness
- Procurement Systems Effectiveness
- Self-development

ACTIVITIES

- Prepares estimates for the supplies and services required in an organization.
- Collects information on prices for various supplies, works and services to ensure value for money.
- Advises procuring entities on optimizing resources in procurement.
- Recommends cost recovery methods and revenue-generating streams.
- Develop an annual procurement and disposal plan.
- Interprets the PPRA guidelines and ensures compliance when procuring.
- Provides information on inventory and other related information to ensure that operations are supplied with necessary consumables.
- Track and ensure timely delivery of goods.



- Prepare reports on purchases, including cost analyses.
- Review the quality of purchased products.
- Draft RFQs and ITTs and sources quotations.
- Prepares Purchase Orders.
- Coordinates evaluations according to set limits and prepares evaluation reports.
- Follows up orders to ensure timely delivery of goods and services.
- Maintain updated records of purchased supplies, services, and works, delivery information, and invoices.
- Updates master list of suppliers to ensure compliance.
- Receives goods and services according to specifications and places/distributes as appropriate.
- Collates and provides information on inventory levels.
- Monitors inventory levels and recommends appropriate action depending on reorder levels and expected lead times.
- Prepares Economic Diversification Drive Reports.
- Identifies problems and recommends and informs supervisor.
- Inputs correct codes to reflect accurate levels of expenditure.
- Adhered to performance management cycle deadlines, identified own training and development needs and followed up on own plans.
- Performs and delivers on set objectives and targets.

MEASURES

- % cost savings
- Budget utilisation
- Customer satisfaction index
- Turnaround time
- Inventory levels
- Reports
- Turnaround time
- % performance improvement
- % achievement of objectives against plan

KNOWLEDGE, SKILLS AND BEHAVIOURS (COMPETENCIES)

- Customer services
- Effective communication
- Teamwork
- Integrity
- Attention to details
- Result orientation

Applications letters are to be addressed to: **Chief Executive Officer**
Botswana Trade Commission (BOTC)
Private Bag 3AAD
Gaborone

All applications are to be sent to: **recruitment@botc.org.bw**

Closing Date 26 November 2024

