



VACANCY

The Infrastructure and Development Bank of Zimbabwe (“the IDBZ/the Bank”) is a national Development Finance Institution (DFI) that supports infrastructure and development across all sectors of the economy. Its infrastructure focus is on Water and Sanitation, Housing, Irrigation Infrastructure, Transport and Energy. As part of its developmental mandate, the Bank offers financial & technical assistance to undertakings of all enterprises in furtherance of the National Development Agenda. As such, the Bank promotes the infrastructure value chain, agri-businesses, tourism, health & education, mining, export-oriented businesses, metals production, and the manufacturing sector. The Bank’s purpose is to uplift the livelihoods of all Zimbabweans through development financing.

To effectively execute its mandate, the Bank seeks to recruit the following personnel:

PROCUREMENT OFFICER

This position reports to the Chief Procurement Officer.

JOB PURPOSE AND RESPONSIBILITIES

To provide procurement, general administration & support services to the bank.

The job includes the following specific responsibilities:

1. Receiving Internal Purchase Requisitions (IPRs)

- Receives IPRs from business departments, units and divisions;
- Records IPRs in register and verifies the requisition with the budget and Stores team;
- Seeks approval from Superior;
- Engages other departments in the Bank to ascertain procurement requirements and product specifications.;
- Follows-up Adhoc needs with Finance for inclusion on monthly Cash Plans..

Sourcing

- Issues out Requests for Quotations to potential suppliers on the Bank’s approved suppliers list;
- Carrying out market research to gather information about products to be ordered among other objectives.

Placing Purchase Orders

- Prepares Purchase Orders and issues out to awarded suppliers;
- Prepares price comparisons, approved specifications, and delivery dates for Chief Procurement Officer’s review to determine the lowest evaluated and compliant bid among potential suppliers.



- Tracking deliveries and making sure that the Bank receives exactly what was ordered from the suppliers;
 - Expediting on all outstanding orders;
 - Attend to customer queries and check requisition orders for accuracy.
- 2. Assisting in procurement process for projects**
- Keep updated and complete procurement records; maintaining up to date procurement records on daily basis;
 - Initiate procurement records for new procurement activities.
 - Receive and review evaluation reports from Evaluation Committees for submission to Chief Procurement Officer;
 - Participate in Evaluation, Committees;
 - Filing and tracking of Bid Securities, Performance Securities, Retention, Advance payment Guarantees and all other securities pertaining to procurement of works, services and goods.
 - Coordination of all procurement meetings and keeping records of the meetings.
- 3. Procurement Planning**
- Initiate the first draft of annual procurement plans and monthly procurement returns submitted by business departments / units / divisions, and external stakeholders in the event of shared procurement.

Interested applicants should possess the following:

- A Bachelor's Degree in Procurement and Supply; Civil Engineering; Economics; Law; Applied Sciences; Financial Analysis; Architecture or equivalent technical qualifications.
- A relevant postgraduate qualification will be an added advantage;
- Minimum of 3-5 years of hands-on experience and proven track record in procurement and supply;
- Mature, confident individual with strong communication and report-writing skills.

Interested applicants should submit their applications together with a detailed Curriculum Vitae by no later than **Monday, 10 June 2024**. Female candidates are encouraged to apply.

To be considered, interested candidates are requested to forward their applications via email to hr@idbz.co.zw. All applications should be addressed to:

Director - Corporate Services and Human Resources
IDBZ House
99 Gamal Abdel Nasser Road
Harare.

