



## Job Description

<b>Position Title</b>	Procurement Officer (3 positions)
<b>Faculty/Department</b>	Procurement Department
<b>Reports to</b>	Chief Procurement Officer
<b>Position Level</b>	Band 2 (TSS)
<b>Purpose Of the Role</b>	To work in the Procurement Office of the University, and be responsible for all responsibilities allocated by the Chief Procurement Officer in implementing the Procurement Policy of the University. In this regard, the PO shall implement all procurement, supply chain and stock management activities aimed at getting value for money spent and ensure compliance of financial and procurement systems, policies and procedures.
<b>Detailed Roles &amp; Responsibilities</b>	
<b>Service</b>	<ul style="list-style-type: none"> <li>• Provide timely, responsive, and professional procurement support to all stakeholders.</li> <li>• procurement requests are processed efficiently to meet the needs of the University.</li> <li>• Maintain high standards of customer service, ensuring stakeholder satisfaction and fostering positive relationships.</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>• procurement activities adhere to the University's policies, procedures, and regulatory standards.</li> <li>• Maintain transparency, accountability, and ethical standards in all procurement processes.</li> <li>• Review and improve procurement processes to enhance efficiency and effectiveness.</li> </ul>

<b>Team Work</b>	<ul style="list-style-type: none"> <li>• culture of cooperation, professionalism, and mutual respect within the procurement team.</li> <li>• Communicate clearly and consistently to ensure coordinated efforts and successful procurement outcomes.</li> <li>• Collaborate effectively with colleagues, stakeholders, and suppliers to achieve procurement goals.</li> </ul>
<b>Qualification and Experience</b>	<p>Bachelor's Degree in preferably any area of business/economics, OR Diploma in Procurement and Supply Management, or Business Administration</p> <p>At least three (3) years' experience in procurement and supply management or a similar role, and dealing with global, regional and national procurements.</p>
<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>• All tasks and projects align with the company's strategic objectives and contribute to overall success.</li> <li>• Maintain accurate records and provide timely reports on progress, challenges, and outcomes.</li> <li>• Collaborate with relevant teams, clients, and stakeholders to facilitate smooth operations and communication.</li> <li>• Complete assigned duties within stipulated timelines and quality standards.</li> <li>• Adhere to organisational policies, industry standards, and regulatory requirements.</li> </ul>
<b>Key Selection Criteria (KSC)</b>	<ol style="list-style-type: none"> <li><b>1. Experience</b> <ul style="list-style-type: none"> <li>• Proven experience in procurement, purchasing, or supply chain management</li> </ul> </li> <li><b>2. Negotiation Skills</b> <ul style="list-style-type: none"> <li>• Ability to negotiate effectively with suppliers to secure favourable terms and pricing.</li> </ul> </li> <li><b>3. Communication Skills</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills for liaising with suppliers, stakeholders, and team members.</li> </ul> </li> </ol>

	<p><b>4. Ethical Conduct and Integrity</b></p> <ul style="list-style-type: none"> <li>• Adhere to ethical standards, transparency, and integrity in procurement processes.</li> </ul> <p><b>5. Problem-Solving Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to identify issues, evaluate options, and implement effective solutions.</li> </ul> <p><b>6. Teamwork and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Ability to work effectively with cross-functional teams and external suppliers.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Adhere to SINU policies, OHS, and Code of Conduct</li> <li>• Support quality assurance and accreditation requirements</li> </ul>
<b>Terms and condition</b>	<p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$ 71,172.26 - \$95,698.65</p> <p>Annual Leave Entitlement: 20 working days</p> <p>Annual Gratuity: 15% of annual basic salary (paid biannually)</p> <p>Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes</p>
	<p><b>SECTION H - APPROVAL (Business use only)</b></p>

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:*



.....  
Director Human Resource

30<sup>th</sup> June 2026  
Date-Approved

Additional Comments: