

INTERNAL ADVERTISEMENT

The Government of Lesotho through the Lesotho Millennium Development Agency (LMDA) is looking for a highly qualified professional with specialised skills to support the Health Facilities Maintenance Programme and Compact II development. Interested and highly committed individuals are invited to apply for the following position on contract basis ending on the 31st March 2023.

HEAD - PROCUREMENT

❖ JOB SUMMARY:

The officer is responsible for management and coordination of enterprise procurements planning, oversight of procurement plans and implementation, procurement tracking and closure of procurements. Provide oversight on contracts administration activities in line with the Program Procurement Guidelines and Procurement Operations Manual. Head Procurement is also responsible for participating in LMDA policy development and providing leadership for the section.

❖ KEY PERFORMANCE AREAS:

KPA 1: Procurement Planning

KPA 2: Procurement Process Management

KPA 3: Policy Development and Implementation

KPA 4: Procurement Activity Coordination and communication

KPA 5: Procurement Performance Management

KPA 6: Regular Reporting

KPA 7: People Management and Development

SUPERVISORY RESPONSIBILITIES:

Responsible for supervision of two (2) Senior Procurement Officers and two (2) Procurement Officers.

❖ EDUCATION and/or EXPERIENCE:

Advanced qualification in procurement Studies/Business Administration/Management/Supply Chain Management plus Diploma in Purchasing and Supply Procurement Profession; 10 years' experience developing and managing procurement processes from planning throughout contract closure, applying international standards; 10 years' experience in development of Procurement Plans for medium to large sized projects; Minimum 7 years' experience in administration of Procurement Performance and contracts modifications; 7 years' experience working with procurement guidelines and procedures for donor funded projects and 7 years' experience in procurement performance monitoring and reporting.

❖ COMPUTER SKILLS:

Knowledge of Microsoft Office applications (e.g. Word, Excel, & PowerPoint) applications or equivalent.

❖ CERTIFICATES, LICENSES, REGISTRATIONS:

- Code B driving license and Project or Procurement Management Professional are an added advantage.
- Certification with a reputable institution **is a requirement.**

Interested candidates should **hand-deliver** their application letters together with CVs, copies of certificates and transcripts on or before **Wednesday – 18th June 2021 at 12.00 noon**, to Lesotho Millennium Development Agency, 5th floor Post Office Building, Maseru. Applications should be signed for by submitters. Please note that only shortlisted candidates will be contacted.