



ELECTORAL COMMISSION

VACANCY

PROCUREMENT MANAGER

The Electoral Commission (the Commission) is a body corporate created under Section 75(1) of the Constitution of the Republic of Malawi, to supervise, direct and preside over the conduct of all elections in Malawi under the Parliamentary and Presidential Elections Act (cap 2.06 of the Laws of Malawi), Local Government Elections Act (cap 22.02 of the Laws of Malawi). Electoral Commission Act (Cap. 2:03 of the Laws of Malawi); and the Referendum Act of 2017.

In accordance with section 13 of the Electoral Commission Act, the Commission seeks to appoint a suitably qualified person with relevant experience to be the Procurement Manager.

The Procurement Manager shall hold office for a period of **five years** and shall be eligible to be re-appointed for a further period of **five years**.

The Commission is, therefore, inviting interested and qualified candidates to submit their applications for the post not later than **24th February, 2022**, to the address below. Only shortlisted candidates will be acknowledged.

The Procurement Manager shall facilitate and monitor the development and implementation of procurement and disposal of assets plans in accordance with the laws of Malawi and Development Partners' policies and guidelines.

Key Duties and Responsibilities

The Procurement Manager shall be responsible for the following:

1. To efficiently manage the procurement and disposal of assets activities of the procuring and disposing entity
2. To ensure all procurement and disposal activities are conducted in compliance with the Public Procurement and Disposal of Public Assets Act, and Regulations and Desk Instructions issued by the Public Procurement and Disposal Assets Authority.
3. To manage the subordinate staff efficiently and effectively in the Procurement and Disposal Unit to ensure that the deadlines are met, and standards are maintained
4. Formulating, negotiating, managing, monitoring, and evaluating contracts entered with Suppliers, Contractors and Service Providers engaged by the Commission;
5. Developing and reviewing procurement manuals, handouts, and standard forms to enhance adherence to procurement policies and standards;
6. Handling claims and litigation to contracts and procurement processes for the Commission;
7. Providing technical advice to the Commission and the Internal Procurement and Disposal Committee on procurement and disposal of assets matters;
8. Controlling procurement related expenditure and building a culture of long-term saving on procurement costs;
9. Performing risk management for supply contracts and agreements;
10. Collaborating with other departments to ensure clarity of their specifications and expectations;
11. Administration of the Commission's procurement services section and general control over stock records;

12. Overseeing the production of appropriate procurement related reports as required from time to time.

Requisite Academic Qualifications and Experience Desirable

1. A Master's Degree in Procurement, Logistics and Supply Chain Management, Business Administration or equivalent professional qualification in Procurement and Supply Chain Management from an accredited or recognized institution of higher learning.
2. Minimum of 5 years work experience in procurement and disposal assets at a comparably busy institution.
3. Sound knowledge of Public Procurement and Disposal of Public Assets Legal Framework.
4. Good working knowledge of MS Office application (Word, Excel) email and able to easily navigate the internet. Those with experience in IFMIS and SAGE computer packages will have an added advantage.
5. Ability to work under pressure.
6. A Registered member of the Malawi Institute of Procurement and Supply.
7. Be of high integrity and willing to implement ethical practices.

Mode of Application

Interested candidates should submit the following:

1. Application with brief details on the suitability of the candidate;
2. Up-to-date Curriculum Vitae;
3. Names of three traceable referees; and

4. Certified copies of certificates.

These documents must be submitted to the address shown below not later than 24th February, 2022

The Chairman
Malawi Electoral Commission
Chisankho House
Private Bag 113
BLANTYRE

Email: chairman@mec.org.mw

Important Notice

The Electoral Commission is an equal opportunity employer. Women and persons with disabilities are encouraged to apply.