



Knowledge Innovation and Excellence

VACANCIES

Lilongwe University of Agriculture and Natural Resources invite applications for the below listed positions tenable at Bunda College.

1. Procurement Manager

Details of the job descriptions can be accessed from our website www.luanar.ac.mw.

Applications with detailed curriculum vitae should be sent to:

The College Registrar
Bunda College
LUANAR
P. O. Box 219,
LILONGWE

Email: hr@luanar.ac.mw

To reach him not later than 24th May 2021

1. JOB DESCRIPTION FOR PROCUREMENT MANAGER

MAJOR DUTIES AND RESPONSIBILITIES

- Development and Coordinating Procurement Strategies and policies and ensuring that they are adhered to by all staff involved in procurement function
- Providing leadership to ensure effective Management of tendering and bid evaluation process,
- Preparation of and reviewing of bid documents for the procurement of products
- Contract Management and negotiation: Drafting contracts and ensuring that they are timely signed by both parties.
- Acting as a secretary to the Internal Procurement Committee, providing objective expertise to the committee on procurement issues and timely producing minutes of the same,
- Preparation of Monthly reports to management
- Setting and maintaining professional standards through each stage of the procurement cycle from need identification to contract management.
- Preparation of the procurement plan, budgets and procurement forecast for Bunda College.
- International procurement: managing external supplier base by conducting extensive external supplier due diligence
- Imports and clearing; following up with treasury section to ensure timely establishment of letters of credit, tracking of shipments, liaising with customs clearing agents, checks and approves all import tax payment request, checking import documentation before submission to the bank.
- Managing supplier selection processes as well as promoting best procurement practices with due regard to sustainability, supplier due diligence processes, ethical procurement standards, green procurement and whole life costing.

- Ensuring that there are long term relationships with reliable suppliers that supply high quality goods, services and works and ensure that there are ethical procurement processes in order for Bunda College to get the best value for money.
- Preparing and or examining bids specifications, statement of works, bills of quantities of the Bid documents for the purchase of goods, services and works
- Managing procurement department to ensure that subordinates' are motivated to work in line with the corporate goals
- Carrying out continuous market research on market conditions and trends, potential suppliers, new products and services
- Corresponding with Bunda College approved suppliers to ensure that they are updated with Bunda College procurement policies, procedures and processes.
- Any other duties as assigned by management