

JOB ADVERTISEMENT – PROCUREMENT SPECIALIST

Job Title: Procurement Specialist
Reports to: Manager Procurement
Department: Finance
Location: Kigali International Airport

Job Purpose

The Procurement Specialist will be responsible for sourcing goods, services, and works, requesting proposals, quotations, and bids, evaluating and analyzing, and drawing recommendations for consideration. This shall be done in full compliance with the policy and SOPs in place. The procurement specialist will conduct procurement operations daily.

1. Key Duties and Responsibilities:

- Prepare bidding documents, bid receipts, and opening reports for bids; make Bid evaluation reports, request clarifications during the tendering process, and notify bidders about the procurement process's outcome.
- Liaise with the user departments on the technical evaluation of Bids;
- Coordinate the process of reviewing the contracts by the users and the suppliers;
- Receipt of requisitions from the users and make Purchase orders;
- Prepare suppliers' vetting slips, approve and submit them to the security department, and prepare reports.
- Follow up vetting feedback with the security department;
- In collaboration with the logistics office, follow up on suppliers' payments with the Finance department where necessary;
- Work closely with the user departments to provide terms of reference where required;
- Requesting samples from the supplier and coordinating the process of approving them and giving feedback to the suppliers.
- Search for suppliers/suppliers identification and participate in the suppliers' shortlisting process.
- Full compliance with policy and SOP in place and the filing and safekeeping of records;
- Any other duty assigned by the supervisor.

2. Desired Profile: Required education, Experience, and Abilities:

- The Candidate must have a bachelor's degree in Procurement with at least a minimum of five (5) years of professional experience in procurement or a bachelor's degree in law with CIPS level 4-Diploma in Procurement and Supply and five (5) years of professional experience in procurement.
- The candidates with a Bachelor's degree in procurement who do not have a CIPS level 4-Diploma in Procurement and Supply should be willing to register for CIPS.
- Should have practical knowledge of logistics operations, preferably cross-border trade.



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- Practical knowledge of incoterm is required.
- Knowledge of the aviation industry is an added advantage.
- Should be a person of Integrity;
- Should have Basic negotiation skills;
- Should have Computer knowledge of MS Word, Excel and PowerPoint and outlook;
- Should be able to communicate fluently in both oral and written English. Basic knowledge of French is an added advantage.
- Should be able to make procurement analysis and draw unbiased recommendations;
- Should be a team player, able to network and build relationships.

3. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae;
- Copies of Notarized Degree/Diploma certificates
- Relevant certificates;
- Copies of academic papers;
- A photocopy of the Passport/National ID
- Three referees

The deadline for submitting application documents **(Only PDF Format)** is **October 13, 2024**.

Please apply via the link: <https://erecruitment.rwandair.com/>