

**VACANCY ANNOUNCEMENT – PROCUREMENT MANAGER**

POST TITLE : Procurement Manager x1

REPORTS TO : Chief Executive Officer

STATION : Head Office

**JOB SUMMARY**

The Zimbabwe Gender Commission (ZGC), invites applications from suitably qualified and experienced professionals for the position of Procurement Manager.

Reporting directly to the Chief Executive Officer, the Procurement Manager will lead the strategic sourcing and procurement function of the Commission. The role entails ensuring full compliance with national procurement regulations, optimising procurement processes, and driving value across the supply chain. This position is critical to the efficient, transparent, and cost-effective delivery of ZGC's mandate.

**Key Responsibilities:**

- Ensure effective implementation and compliance with the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] across all procurement activities.
- Develop and implement strategic procurement frameworks, including procurement plans, framework agreements, and service level agreements (SLAs).
- Manage the complete procurement lifecycle — from requisition to contract award and performance monitoring.
- Lead supplier sourcing, selection, and onboarding processes while maintaining robust supplier relationships.
- Conduct market intelligence, benchmarking, and cost reduction strategies, including whole life costing.
- Negotiate contracts to secure best value in terms of cost, quality, and delivery.
- Monitor supplier performance and ensure adherence to contractual and statutory obligations.
- Oversee procurement budgeting and reporting in alignment with strategic and operational goals.
- Ensure that all procurement transactions meet audit and regulatory standards of transparency and accountability.
- Collaborate with internal departments to align procurement activities with corporate objectives.

## Qualifications and Attributes:

- A Bachelor's degree in Supply Chain Management, Procurement, Finance, Business Administration, or a related field.
- A Master's degree in a relevant discipline will be an added advantage.
- Full professional qualification is mandatory: CIPS, CILT, or IAC.
- A minimum of 5 years' experience in procurement or strategic sourcing, preferably within a regulated or public sector environment.
- In-depth knowledge of public procurement legislation and best practices.
- Strong negotiation, communication, and analytical skills.
- High levels of professional integrity, confidentiality, and independent judgment.
- **Must be Conversant with or have practical knowledge of EGPS and SAP**

## Competencies and Skills

- Results Focused
- Technical & Professional Expertise
- Planning, Organizing and Networking Skills.

## TO APPLY

Interested and qualified candidates should submit:

- A comprehensive Curriculum Vitae
- Certified copies of academic and professional qualifications
- A cover letter outlining their suitability for the role.

The closing date for receiving applications will be **30 January 2026**. Applications should be sent to the address indicated below:

The Chief Executive Officer  
Zimbabwe Gender Commission  
38 Samora Machel Avenue, Harare  
Harare

Or email to the following email: [hr@zgc.co.zw](mailto:hr@zgc.co.zw)