



Electricity Generation Company (Malawi) Limited

VACANCY
ASSISTANT PROCUREMENT OFFICER
(GRADE-EG7)
2 Positions

Applications are invited from suitably qualified persons to fill the vacant posts of **Assistant Procurement Officer-EG7** tenable in the company at the Head Office, Chayamba. These posts report to the **Procurement and Disposal Manager**.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- Assisting in the preparation and development of an annual procurement plan by contributing inputs to the Category Leads.
- Collecting procurement requirements from various departments with estimates.
- Proposing procurement methods upon grouping the requirements.
- Updating the procurement plan where necessary.
- Preparing tender documents as per guidelines set by the Public Procurement and Disposal of Assets Authority (PPDA).
- Preparing procurement notices (Expressions of Interest, Invitation for Bids etc).
- Facilitating timely analysis and responding to requests for clarifications.
- Coordinating ad-hoc Evaluation Committee meetings.
- Attending site visits with bidders to ensure bidders receive the correct specifications and information.
- Any other duties assigned from time to time.

JOB SPECIFICATIONS

- Holder of a Malawi School Certificate of Education.
- Must have a Bachelor's Degree in a Procurement field and CIPS Certification.
- Must be a member of CIPS / MIPS.
- Minimum of 3 years relevant experience in procurement in a ministry, department, or agency or World Bank Project.
- Should be willing to work odd hours.
- Should be of sober mind, team player with strong communication and interpersonal skills.

METHOD OF APPLICATION

Interested persons should submit applications attaching a comprehensive CV, relevant certificates, and names of three traceable referees to reach the undermentioned not later than **Monday, the 17th of June 2024**.

Acting Director of Human Resources Management
Electricity Generation Company (MW) Ltd
Chayamba Building – Floor No. 4
P O Box 1567
BLANTYRE

WE ARE AN EQUAL OPPORTUNITY EMPLOYER