MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

VACANCIES

Applications are invited from suitably qualified and experienced persons to fill the following post that have arisen in the University:

DEPARTMENT: PROCUREMENT MANAGEMENT UNIT.

PROCUREMENT OFFICER (2 POSTS)

QUALIFICATIONS AND EXPERIENCE

Applicants must possess Bachelor's Degree in Purchasing and Supply Chain, Supply Chain Management, or an equivalent qualification. A Master's Degree or professional qualification such as CIPS or CILT will be an added advantage. Applicants should have at least four years post qualification experience, one (1) of which should be in public procurement, public procurement law and compliance, construction projects management, and transport and logistics at managerial level. Knowledge of Pastel is a requirement.

Duties and Responsibilities

- Preparation of procurement budgets and procurement plans.
- Tender administration.
- Contract management
- Liaising with procurement Regulatory Authority of Zimbabwe.
- Procurement of goods and services for the University and negotiating with suppliers.
- Raising purchase orders including capital expenditure.
- Conducting market surveys and identification of alternative sources.
- Processing Duty Free Certificates through the parent Ministry.
- Liaising with forwarding and shipping agents.
- Preparation of procurement reports in compliance with the Public Procurement and Disposal of Public Assets Act [Chapter 22.23]
- Compilation of disposal reports.
- Liaising with the Bursary Department on the processing of payments to suppliers.
- Coordinating transport logistics for all Departments.
- Supervision of Procurement Clerks.
- Any other related duties as assigned by the director.

CONDITIONS OF SERVICE

Leave, contributory medical aid and pension are offered. Information on salary and other benefits will be made available to shortlisted candidates.

APPLICATION PROCEDURE.

Applications should include the application letter, certified copies of certificates, national identification and a detailed Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, contact details, names and addresses of three referees including their email addresses. Police clearance is mandatory for successful candidates.
Email your application dossier as a single pdf file to: vacancies@muast.ac.zw. Include the post you're applying for in the subject line. The closing date for receipt of applications is 19 November 2026. Only shortlisted candidates will be contacted.

Please note that the University does not have Agents who receive applications on its behalf for advertised posts.