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 Management Unit Director (1 POST)

QUALIFICATIONS AND EXPERIENCE

Applicants must possess at least a Bachelor's degree in Procurement, Purchasing and Supply, Business Administration, Accounting, or equivalent. A Master's degree in a relevant field will be an added advantage. At least five (5) years' proven experience in procurement management, preferably in a public institution. Membership with a recognized professional body such as CIPS or equivalent. Strong knowledge of procurement legislation and best practices.

Duties and Responsibilities

- Develop annual procurement plans aligned with MUAST's strategic objectives and budget priorities.
- Ensure all procurement activities adhere to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and related statutory instruments.
- Coordinate bidding processes, prepare bid notices, manage pre-bid meetings, and oversee bid opening and evaluations.
- Establish, evaluate, and maintain effective relationships with suppliers to ensure value for money and service quality.
- Negotiate, draft, and manage procurement contracts, ensuring compliance with agreed terms and institutional interests.
- Oversee the work of evaluation committees, ensuring fairness, transparency, and compliance with procurement laws.

- Identify procurement risks, implement mitigation strategies, and safeguard MUAST against financial or operational losses.
- Track procurement performance, prepare compliance reports, and submit updates to the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- Train procurement staff and stakeholders on procurement standards, ethics, and best practices.
- Manage the disposal of unserviceable, obsolete, or surplus university assets in compliance with the law.

CONDITIONS OF SERVICE

Information on salary and other benefits will be made available to shortlisted candidates.

APPLICATIONS

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 08 September 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.