



# Vacancy Alert: Administration - Procurement Officer

## KEY RESPONSIBILITIES:

- Develop and implement procurement plans in line with organizational policies and budget requirements.
- Source, evaluate and select suppliers based on price, quality, reliability and compliance.
- Prepare and issue purchase orders, contracts and tender documents.
- Inventory oversight i.e. monitoring of stock levels and timely replenishments.
- Coordination with user departments to understand procurement needs.
- Tracking of orders and ensuring the timely delivery of goods and services.
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## QUALIFICATIONS:

- Degree/ Diploma in Procurement/Purchasing and Supply, Business Administration or equivalent.
- CIPS Certification (desirable).

## MINIMUM REQUIREMENTS:

- Minimum of 3-5 years in Procurement (sports organization, NGO sector or a donor funded environment).
- Excellent negotiation and supplier management skills.
- High attention to detail and ability to maintain accurate records and documents.

## HOW TO APPLY:

Interested candidates should send their updated **CV** and **cover letter** to [hr@zifa.co.zw](mailto:hr@zifa.co.zw) and copy (cc) [recruitment@samaracc.co.zw](mailto:recruitment@samaracc.co.zw), with **“Administration-Procurement Officer”** in the subject line.

Remuneration is negotiable and commensurate with experience. **Deadline 12 June 2026.**  
**Please note : Only shortlisted candidates will be contacted!**