

**UNIVERSITY OF ZIMBABWE COLLEGE OF HEALTH SCIENCES-CLINICAL TRIALS RESEARCH CENTRE/INTERNATIONAL - TRAINING AND EDUCATION CENTRE FOR HEALTH (UZCHS-CTRC/I-TECH).**

**Vacant Post: Procurement Assistant x1**

**Background:**

University of Zimbabwe College of Health Sciences – Clinical Trials Research Centre (UZCHS-CTRC) on behalf of the International - Training and Education Center for Health (I-TECH) is seeking suitably qualified and experienced applicants to fill the position of Procurement Assistant, based in Belgravia, Harare and is under the PEPFAR funded Care and Treatment Program. I-TECH's activities occur primarily in the technical areas of health system strengthening; health workforce development; operations research and evaluation; prevention, care and treatment of infectious diseases. I-TECH is funded by PEPFAR through the Center for Disease Control to implement HIV & TB treatment and care services in five Zimbabwean provinces in support of the Ministry of Health and Child Care (MoHCC). The contract of employment is for seven (7) months and is renewable subject to availability of funding and satisfactory performance of the candidate.

**Job Summary**

The incumbent will be reporting to the Procurement Officer and the position exists to provide support in the discharge of procurement duties for the programme. The Procurement Assistant will be expected to adhere to the organization's rules and regulations governing procurement in all transactions. S/He will also be responsible for the clearing of all shipments for the programme in a timely and cost-effective manner.

**Responsibilities**

- Sourcing quotations, preparing comparative bid analysis, raising purchase orders, getting the documents reviewed and signed by the Procurement Officer and seeking authorisations where applicable from Budget Holders in a timely and transparent manner.
- Making regular follow-ups with Finance to ensure Suppliers are paid on time and that they deliver ordered goods as per agreed timelines.
- Coming up with a procurement tracker to advise on status of requests and update on clearance reports.
- Attending to short supplies and rejections and ensuring that rejected goods are exchanged or credit notes received from Suppliers.
- Applying for Duty Free Certificates (DFCs) as soon as shipping notifications are received and for Import and CBCA licenses from respective ministries as per relevant Statutory Instrument requirements.
- Expediting customs clearance of goods as soon as they arrive at the Port of Entry and ensuring the goods are collected from Customs and delivered timeously.
- Capturing Bills of Entry for all air freight incoming shipments in the ZIMRA ASYCUDA System and ensuring the ASYCUDA Bond license is timeously renewed.
- Collecting customs related documentation from couriers once notification has been received.
- Carrying out Ministry of Health and Child Care Port health inspections for reagents and other human products and conducting ZIMRA physical examination of all incoming shipments.
- Following up on ZIMRA procedures for bills of entries release, acquittal and collection of cargo from Port of Entry and processing report orders and acquittals for all urgent shipments.
- Maintaining the Procurement-Clearance Float for customs clearance costs, updating entries daily and ensuring all payments to third party logistics companies are paid and up to date.
- Recommending prospective new strategic suppliers for accreditation and establishing sound business relationships with existing ones so as to ensure the organization is a preferred client by all the Suppliers.
- Assisting in updating the Approved Suppliers List by conducting site visits for inspection and analysis of fit and providing accurate and up-to-date information on supplier performance on a quarterly basis.
- Creating and keeping manual and electronic files and ensuring that they are clearly and legibly labelled for easy access and retrieval of documents and that they are always up to date as per the procurement filing and documentation guidelines.
- Performing any other duties as assigned by the Supervisor.

**Qualifications, Skills and Experience**

- Diploma or HND in Procurement; Purchasing and Supply; Logistics or Supply Management.

- Additional Diploma in Shipping & Forwarding or Customs Clearance Procedures and membership of a professional body like CIPS, CILT will be a distinct advantage.
- Minimum of 2 years' experience in procurement of which at least one (1) year should be in shipping & customs clearance.
- Working knowledge of SAGE 1000 and ASYCUDA is an added advantage,
- Meticulous record keeping and exceptional ability to work fast and accurately under intense pressure with minimum supervision coupled with high level of integrity, honesty and professionalism.
- Computer Skills, including proficiency in Email, Microsoft Excel and Microsoft Word are essential
- Excellent organizational, report writing, analytical and interpersonal communication skills with fluency in English and one or more of the local spoken languages (Shona and/or Ndebele) coupled with an exceptional ability to work independently and collaboratively.
- Must have a clean Class 4 driver's licence.

#### **Commitment to Diversity**

UZCHS-CTRC/I-TECH recognizes that disparities in health around the globe stem from inequity. Therefore, the organization encourages and supports the multiple identities of staff including, but not limited to, socio-economic status, age, race, ethnicity, language, nationality, sex, gender identity and expression, culture, spiritual practice, geography, mental and physical disability. UZCHS-CTRC/I-TECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its staff.

Interested candidates should submit their application letter **clearing labelling the position applied for**, detailed Curriculum Vitae and certified copies of certificates to the below mentioned address. The closing date for receipt of applications is **5 March 2020** to: -

**The Human Resources Officer  
UZCHS-CTRC/I-TECH  
10 Natal Rd, Belgravia, Harare**

***Only shortlisted candidates will be contacted.***