

LINDI URBAN WATER SUPPLY AND SANITATION AUTHORITY



Employment Opportunity

- 1.0. Position/Title: Head of Procurement Management Unit.
 - 2.1. Number of vacancy, one post.
 - 2.2. Report to Managing Director.
 - 2.3. Required Qualifications and Experience:

The successful applicant:

- Must be a holder of either,
 - i. Degree or Advanced Diploma in Materials Management and Supply/Procurement and Supply Management/Procurement and Logistics Management.
 - ii. Must be registered by Procurement and Supplies Professionals and Technicians Board an Authorized Procurement and Supplies Officer/Stock verifier.
 - Should have at least 3 years working experience in procurement and supply functions in a reputable large/medium business organization.
 - Must have knowledge and skills on Public Procurement Act [PPA] 2004 and its related regulations.
 - Must have strong/knowledge.

2.0 Main duties and Responsibilities

- i). Head of Procurement Management Unit (PMU) responsible for administrative issues on day to day basis.
- ii. Perform all the functions of procurement in accordance with provisions contained in the Public Procurement Act No: 21(2004) Section 35 and particularly:
 1. Manage all procurement and asset disposal by tender activities of the procuring entity except adjudication and the award of contract

2. Support the functioning of the tender Board
3. Implement the decision of the Tender Board
4. Liaise directly with the Authority on matters within its jurisdiction
5. Act as Secretary to the Tender Board
6. Plan the procurement and disposal of tender activities of the procuring entity
7. Recommend procurement and disposal by tender procedure
8. Ensuring establishment of periodic materials requirements of the Authority and ensure their timely procurement at minimum cost and with due regard to quality and quantity specifications.
9. Ensuring availability of policy, standards and procedures for acquisition, storage and issue of all materials and service required for the proper operations and maintenance of the Water supply and sewerage system
10. Ensuring coordinated procurement of materials and service in compliance with Authority's tendering and ordering procedures
11. Review and ensure approval all purchase orders before they are issued to suppliers
12. Ensuring timely deliveries of purchased materials and take appropriate corrective action on any delayed items
13. Monitoring all available information sources on market trend that may have an effect on prices/lead times and make the recommendations for action to the Managing Director
14. Ensuring that the Authority is continuously informed on water materials and shipment techniques
15. Co-ordinate with departmental and sectional heads for the salvage of usable materials and the disposition of absolute and non-salvageable items
16. Oversee implementations and use of stores, procedures and documentation for:-
 - Goods receiving, inspection and quality control
 - Materials handling and stock recording
 - Materials requisitioning and issuing
 - Materials keeping and store cards recording
 - House keeping and security of materials
17. Stocktaking
18. Establish, evaluate and maintain reliable primary and secondary sources of materials supply to ensure continuity of Authority operations
19. Close follow up of supplies to ensure timely deliveries of purchased materials and take appropriate correction action on any delayed items
20. Ensure proper implementations of stores procedures and documentations
21. Periodic inspection and stock taking of inventories
22. Ensure proper record keeping system is maintained for all inventories
23. Carry out stock balancing in quality and value every month, quarter, half year and end of the year
24. Carry out annual stock taking of all materials , movable and immovable fixed assets

25. Timely correctly answering of audit queries relating to procurement and suppliers

iii. Perform any other duties as may be assigned by the Managing Director

3.0. PACKAGE:

Most complete salary and remuneration in line with UWSA Schemes of service and Salary structure will be offered to the right candidate, having relevant qualifications, required skills and experience.

4.0. MODE OF APPLICATION:

- If you possess and believe you can meet the clients' needs above.

Please submit your application letter together with detailed current certified curriculum Vitae, which includes your complete contact details, copies of qualification certificates and Endorsing two letters from registered referrers [NBAA/NBMM] with their contacts [mobile, Box numbers and e-mail].

In addition to the qualification mentioned above, the encumbered expected to possess the Following:-

- High integrity and ability changes quickly
- Capacity to work hard under pressure and strict deadlines.
- Ability to work together as a team, establish and maintain effective working relations with different people and stakeholders.

Ability to work under minimum supervision.

Application should be addressed to the undersigned, so as to reach not later than 14th February, 2012.

MANAGING DIRECTOR,
LINDI URBAN WATER SUPPLY AND SEWERAGE AUTHORITY,
P.O. BOX 175,
LINDI.