



## JOB ADVERT

The National Agricultural Marketing Board (NAMBoard) invites suitably qualified and experienced candidates to apply for the position of **Assistant Procurement Officer**, which has become available. The successful candidate will be appointed on a **three (3)-year fixed-term contract**, renewable subject to satisfactory performance.

### ASSISTANT PROCUREMENT OFFICER'S (2)

To support the procurement function by ensuring that all purchasing activities are conducted in full compliance with the organization's Quality Management System (QMS), ISO 9001:2015 requirements, the Procurement Act, and NAMBoard policies. The role supports effective supplier sourcing, evaluation, purchasing, and documentation to ensure timely acquisition of quality goods and services, cost efficiency, and continual improvement in procurement performance.

#### Key Performance Areas

#### The candidate will be responsible for:

The successful candidates will be responsible for, but not limited to, the following:

- Ensuring all approved purchase requests have clear and complete specifications prior to determining the appropriate procurement method.
- Requesting quotations from the approved supplier database in line with procurement thresholds.
- Preparing bid analyses to ensure effective competition and value for money.
- Ensuring timely delivery of goods and services in accordance with approved delivery dates and issued purchase orders.
- Updating and maintaining the Purchase Order tracking spreadsheet and submitting daily updates to the Procurement Officer.
- Filing all purchase orders pending invoicing in a systematic and traceable manner.
- Verifying that all invoices are accurate and correspond with purchase orders and delivery notes.
- Ensuring all invoices are properly supported and submitted to Finance for payment processing.
- Assisting in the development and maintenance of the Preferred Vendors List.
- Assisting the Procurement Officer with tendering processes in line with the Procurement Act and ESPPRA circulars.
- Procuring goods and services in accordance with the Procurement Act, NAMBoard Procurement Policy, and Finance Policy.
- Providing guidance to staff members on procurement procedures and compliance requirements.
- Providing excellent customer service to internal departments and maintaining effective working relationships.
- Maintaining professional and productive relationships with suppliers.
- Conducting follow-ups with suppliers to ensure adherence to agreed delivery timelines.

- Assisting the Stores Clerk with reconciliation of delivered items against purchase orders.
- Participating in stock-taking exercises and periodic stores reconciliations.

**Minimum Requirements:**

- BCom in Procurement, Logistics and Supply Chain Management
- Minimum 3 years' experience in Procurement and Supply Chain Management
- Must have excellent knowledge of Procurement Procedures and systems
- Must have knowledge in The Procurement Act of 2011

Please email applications together with a detailed Curriculum Vitae and certified copies of certificates to: The Human Resources Manager, National Agricultural Marketing Board, P O Box 4261, MANZINI. Email: [recruitment@namboard.co.sz](mailto:recruitment@namboard.co.sz). The closing date for applications is 06 January 2026.

***Should you not receive any correspondence within 14 days after the closing date, please consider your application unsuccessful. Only emailed applications will be accepted.***