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The National Agricultural Marketing Board invites highly motivated, innovative and experienced candidates to apply for the position of Procurement Specialist.

Procurement Specialist (1)

The main purpose of the role is to oversee the Board procurement process, from sourcing and supplier negotiations to contract management, ensuring compliance with policies and Eswatini public procurement laws. This position reports to the Chief Financial Officer.

Key Performance Areas

The candidate will be responsible for:

- Develop and maintain the Board's procurement policies, procedures and practices in line with Eswatini Public Procurement Act _2011.
- Monitor and enforce compliance with procurement processes and procedures.
- Coordinate and prepare procurement plan in consultation with departments heads, including cost benefit analyses and market research.
- Develop and implement strategies to mitigate procurement-related risks.
- Review and evaluate supplier offers to ensure value for money without compromising quality.
- Prepare tender documents, advertisements, shortlist, and oversee the tender process.
- Ensure timely delivery of goods and services in accordance with Service Level Agreements (SLAs)
- Be the Secretariate to the Entity Tender Board.
- Collaborate with suppliers and internal stakeholders to negotiate contracts and procurement terms.
- Review contracts to ensure compliance with legal requirements, internal policies and supplier obligations.
- Monitor supplier performance and address non- compliance promptly
- Prepare for internal and external audits to ensure compliance.
- Foster collaborative supplier relationships while maintaining compliance standards
- Continuously review and improve procurement processes and procedures
- Ensure the effective supervision of subordinates.

Required Qualifications and Competencies

- Bachelor's degree in supply chain management, Logistics, or a related field, Finance and Accounting.
- Minimum of five years of experience in Procurement and Supplier Relationship Management.
- Experience working with an ERP system, inventory management software, or similar tools would be an added advantage.
- Knowledge of public procurement is desirable
- Experience working in a public entity is desirable
- Ability to work in a fast-paced, deadline-driven environment with strong attention to detail.
- Studying towards CIPS qualification would be an added advantage
- Excellent Interpersonal communication skills and a team player.

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 Subject: Procurement Specialist. Email: recruitment@namboard.co.sz. The closing date for applications is **15 May 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.