


MUNICIPAL COUNCIL OF MANZINI		
QUALITY MANAGEMENT SYSTEMS	Doc Ref No.	TC-ADMIN - FRM - 015
	Revision Status	Issue 1
ADVERTISEMENT	Revision Date	20.08.2019
	Approved By	TOWN CLERK



EXTERNAL JOB ADVERTISEMENT – PROCUREMENT SPECIALIST

The Municipal Council of Manzini invites suitably qualified and experienced candidates to apply for the position of Procurement Specialist. The successful candidate will support all departments in their procurement needs and be responsible for demand management, acquisition, and logistics management of goods, services, works, and disposal processes.

This role ensures that procurement processes are transparent, fair, cost-effective, and compliant with the Procurement Act, 2011 and municipal regulations. The Procurement Specialist will also serve as a strategic advisor to the CEO, Executive Management, and Council on procurement-related matters.

Key Responsibilities

- Lead all municipal procurement activities from requisition through to delivery, inspection, and acceptance.
- Establish and maintain procurement systems, supplier databases, and pre-approved vendor lists.
- Evaluate tenders, manage contracts, and oversee supplier performance.
- Ensure compliance with the Eswatini Public Procurement Regulatory Agency and all procurement regulations.
- Provide procurement reports (monthly, quarterly, and as required) for both internal and external use.
- Perform buying functions, price negotiations, and inventory tracking to ensure value for money and timely delivery of goods and services.
- Develop procurement policy, strategy, and annual procurement plans.
- Advise CEO, Executive Management, and Council on procurement procedures, methods, and best practices.
- Facilitate training for tender evaluation committees on procurement regulations.

Qualifications and Experience Required

- Bachelor's Degree in Logistics, Business Administration, or Supply Chain Management.
- Diploma in the Chartered Institute of Procurement and Supply (CIPS).
- Training in public procurement.
- At least 5 years' experience in a senior procurement role.
- Knowledge of tendering processes with local institutions.

Key Competencies and Attributes

- Strong business ethics and integrity.
- Knowledge of procurement policies and procedures.
- Excellent contract and project management skills.

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- Strong analytical, planning, and problem-solving abilities.
- Ability to understand financial statements and legal aspects of contracts.
- Effective communication and interpersonal skills.
- Ability to establish and maintain strong supplier and stakeholder relationships.

Written applications must be submitted together with a comprehensive Curriculum Vitae and certified copies of academic certificates to: recruitment@manzini.co.sz

Closing date for application is end of business day, **10th October 2025**. Late applications shall not be accepted. Only applications received through the above provided email address will be acknowledged.

Should you not receive further correspondence within one month of the closing date, please consider your application to be unsuccessful.