

PROCUREMENT OFFICER

The Youth Enterprise Revolving Fund (YERF) seeks to appoint a well-suited candidate for the role of Procurement Officer. This position reports to the Finance and Administration Manager.

Main Functions and Responsibilities

- Consolidate departmental procurement requirements and prepare the annual procurement plan.
- Monitor execution of the annual procurement plan.
- Prepare procurement monthly and quarterly reports.
- Process purchase requisitions, purchase orders, and ensure goods/services are received timely and according to specification.
- Source for and engage reliable and compliant vendors for the Fund.
- Handle all YERF procurement processes and ensure compliance and strict adherence to national procurement statutes as well as the Fund's procurement and finance policies and procedures.
- Prepare Open Tender Documents, Requests for Proposals and Requests for Quotations for submission to relevant stakeholders.
- Coordinate tender openings, Evaluation processes and perform secretarial duties to the Fund's Tender Board.
- Provide guidance on the Public Procurement Act 2011 as and when required.
- Participate in the review of procurement and finance policies and propose relevant amendments where required.
- Support the preparation, review, and negotiation of contracts and Service Level Agreements with clients, vendors, and partners.
- Be responsible for overall contracts management.
- Perform procurement risk assessments and practise due diligence on potentially risky contracts.
- Oversee storekeeping of supplies and inventory control.
- Manage all the Fund's assets and maintain an up-to-date fixed asset register.
- Oversee logistics, fleet and other administrative tasks as required.
- Keep abreast with the latest developments in the field and be open to learning new things.
- Any other tasks which may be assigned from time to time.

Qualification, Experience and Attributes

- Bachelor's degree in Supply Chain, Accounting, Finance, or equivalent from a recognised institution.
- Advanced Diploma in Procurement and Supply (CIPS).
- Minimum 3 years relevant experience in procurement, finance, and administration functions.
- Experience and exposure to public procurement an added advantage.
- Knowledge of an E-Procurement System.
- Knowledge of Eswatini Public Procurement Regulations would be an added advantage.

Desired competencies

- Excellent attention to detail and commitment to accuracy.
- Excellent negotiation skills.
- Strong analytical skills.
- Excellent interpersonal, communication, and reporting skills.
- Team player, able to multitask and work with minimal supervision.
- High level of confidentiality, integrity, and commitment to ethical practices.
- Self-driven and takes initiative.
- Planning, Organizing and Coordinating Skills
- Excellent Time Management Skills.

Written applications along with a comprehensive curriculum vitae, three traceable references, and certified copies of academic qualifications should be emailed to recruitment@yef.co.sz. Please state the position you are applying for in the email subject line. Closing date: 23rd February 2026.

Only shortlisted candidates will be contacted. Should you not receive communication within four weeks after the closing date, consider your application unsuccessful.

