

Employment Opportunities



TelOne is going through a business transformation process and would require suitably and qualified personnel to fill the below vacant and strategic positions that have been created in the new structure.

Chief Buyer

The incumbent will be responsible to the Procurement Head.

Basic Function

Responsible for Planning and operational control of the purchasing function to ensure smooth flow of procurement activities for materials and services at the most economical and advantageous terms to the company.

Major activities of the job

- Identify and address pricing and product inconsistencies
- Understand a problem situation and its step-by-step transformation based on planning and reasoning.
- Choose between alternative courses of action using cognitive processes such as memory and evaluation.
- Map processes of possible consequences of decisions, to work out the importance of individual factors, and to choose the best course of action
- Negotiate contracts and resolve disputes with Suppliers.
- Provide clear and concise procurement direction and advise to other departments.
- Incorporate methods and techniques involved in lean and Just-in-Time (JIT) management.
- Participate in informal and formal tender evaluations and provide advice to teams.
- Administer the supplier's database by engaging with non-performing suppliers.
- Review procurement policies and procedures in line with emerging trends.
- Complete other related tasks as required.

Qualifications and Experience

- BCom (Hons) Degree in Purchasing & Supply/ BSc of Science (Hons) Degree in Supply Chain Management or equivalent.
- CIPS Professional qualification a must.
- Minimum of five years relevant experience in procurement environment.
- Class 4 Drivers License a requirement.

Competencies

- Ability to create and develop new ideas
- Ability to communicate at all levels.
- Ability to work under tight deadlines.
- Analytical Skills to forecast and identify trends and challenges

For consideration on the above post above, please submit your application together with CV to the, **Corporate Services Director, TelOne Private Limited, 107 Kwame Nkrumah, Runhare Building**, or e-mail to careers@telone.co.zw not later than Friday 14 February 2020.

