



Kigali, January 11, 2021

JOB VACANCY

Background

University of Tourism, Technology & Business Studies (UTB), a private Institution of Higher Learning providing programs in line with the requirements of the Rwandan Framework for Higher Education and Associated code of practice. Its vision is to become a center of Excellence in the region for the quality of academic programmers and to be a solution provider for the training of professionals in the area of Hospitality, Tourism, Business and Information Technology.

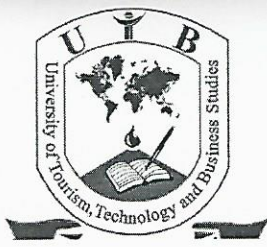
We are seeking a Procurement Officer who would assist in the procurement of materials, equipment, machinery, supplies, and services in accordance with UTB's procurement policies and procedures. The staff, reporting to the Administration unit, supports the University in sourcing and selecting vendors and in implementing the computerization of record-keeping. Their role is to help ensure an efficient procurement process as well as adherence to procurement regulations.

RESPONSIBILITIES

- Facilitates the placement of orders with suppliers, including orders for capital equipment, services or other items needed by the organization.
- Contributes regularly to the revision and implementation of procurement policies and procedures to reflect best practices.
- Supports the implementation of best practices, including leading the automation upgrade of the procurement function to enable workflow.
- Monitors UTB compliance with Purchasing policies and procedures.
- Drafts purchase orders/purchase requisitions and ensure completeness and clarity.
- Prepares bids for issuance including drafting Requests for Proposal and undertaking bid evaluations for internal client departments.
- Carries out market surveys to identify prospective vendors.
- Assists in reviewing UTB's purchases and explores cost-management strategies
- Proactively assists in working with all departments to ensure compliance with UTB policies.
- Helps Inspect goods and services delivered to ensure conformity with requested specifications for confirmation;
- Facilitates the management of UTB's fleet of vehicles and the allocation of transport resources.
- Supports UTB Operations/Facilities team with other financial, administrative, procurement and logistics needs on and off campus as requested.

UTB BANK ACCOUNTS:

Kigali Campus: COGEBANK: 130-10-24908-02 (FRW), 130-01-24908 (USD) SWIFT CODE: CGBKRWRW, BK: 0291764-21(FRW)/ 040-0291765-22 (USD), ECOBANK: 00100138008901-01 BPR: 583-4103012101-11, GTBANK: 220/199432/1/5118/0 (FRW)
Gisenyi Campus: COGEBANK: 002-01390142689-03 (FRW), BK: 00040-06933105-69 (FRW), BPR: 583-410301210252 (FRW),
ECOBANK: 0010133800890101 (FRW), GTBANK: 220/199432/1/5118/1 (FRW)



PROFILE:

- Must be able to work under minimal supervision,
- Must demonstrate good judgment and analytical thinking.
- Must be detail-oriented
- Must be a team-player of unimpeachable character.
- Must have the ability to maintain a high level of integrity
- Must be proficient in the use of Microsoft Office applications;

Desired Qualifications

- At least two (3) years of relevant work experience in Procurement and Logistics Management or other related experience.
- Bachelor's degree or higher, preferably in Procurement, Inventory Management or Business Management or related field.
- Excellent English and Kinyarwanda comprehension and communication skills, both written and verbal; addition of French would be an advantage.
- Experience with computerized Purchasing systems preferred.

How to Apply?

Interested candidates should submit their application files including the following documents

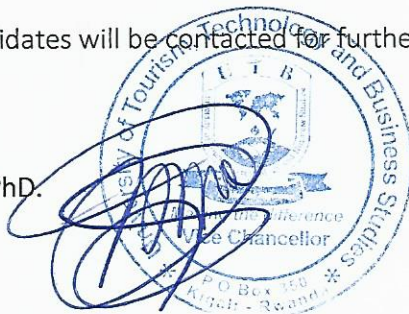
- Application letter addressed to the Vice Chancellor of UTB
- A detailed curriculum vitae documenting experience and three referees
- Notified degrees and relevant certificates obtained
- No Hard copies are to be submitted in line with taking precautionary measures against the spread of Novel Corona virus.

The University offers an interesting remuneration package and excellent career prospects in a positive working environment. Candidates who are interested should submit their application in English not later than Wednesday, 20th January 2021 to: Recruitment@utb.ac.rw

Only shortlisted candidates will be contacted for further action

Sincerely,

Dr. KABERA Callixte, PhD.
Vice Chancellor, UTB



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