



Job Title : GIT – Procurement
Department : Finance
Reports To : Procurement Manager
Location : Municipal Council of Mbabane, Eswatini

1. Purpose of the Job:

This role will contribute to the efficient service of the acquisition of goods, works and services from service providers for Council departments. This role will also contribute to the efficient logistics of trainings and procurement committees' meetings. Effective performance of this role will contribute to the overall service provision of Council to Mbabane residents.

2. Key Responsibilities:

- Monitoring stock levels
- Identifying purchasing needs
- Tracking orders
- Updating munsoft
- Conducting market research
- Keeping records of all the received items, with quantities, prices, discounts and other features
- Assist in the maintaining contact with the company's suppliers
- Assist in cleaning and analysis of procurement data for report writing.
- Assisting in scheduling of meetings

4. Qualifications and Experience:

- Bachelor's degree in Commerce, Business Administration, Procurement or a related field.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- A strong interest in customer experience management and service delivery improvement.

5. How to Apply:

A comprehensive curriculum vitae and certified copies of academic certificates to be emailed to recruitment@mbabane.org.sz. Please state the position you are applying for in the email subject line. The closing date is **Wednesday, 25 June 2025**.