



Employment Opportunity Procurement Manager

The Municipal Council of Mbabane invites highly motivated, innovative and experienced candidates to apply for the position of **Procurement Manager – Finance**.

Job Purpose

To manage and oversee procurement, supply chain, asset, and fleet management services for the Municipality, ensuring efficient, transparent, and compliant acquisition of goods and services in line with the Eswatini Public Procurement Act (No.7 of 2011 and Council policies. This position reports to the Finance Director.

Main Responsibilities:

- Manage and lead the Procurement Section, including staff coordination, performance management, and reporting.
- Provide advisory and technical procurement support to the Head of Department, Executive Management, and Municipal Council.
- Develop, implement, and review procurement and supply chain management policies, systems, and procedures.
- Plan, coordinate, and oversee all procurement processes, including quotations, tenders, and requests for proposals.
- Support departments with specification development and procurement planning.
- Manage bid processes, including pre-bid meetings, tender openings, bid evaluations, and award recommendations.
- Prepare, negotiate, and administer vendor contracts, ensuring effective ongoing contract management and compliance.
- Ensure procurement compliance with Eswatini Public Procurement Act (No.7 of 2011), internal policies, and audit requirements, including preparation of audit responses and corrective action plans.
- Perform audit of purchases to identify problem area and high usage supplies where pricing agreements may benefit the Council.
- Participate in annual reporting process for legislative requirements, including monitoring and tracking procurement activities.
- Monitor procurement performance, vendor payments, and risk management activities.
- Support asset and fleet management functions, including annual physical verification.
- Perform any other lawful and reasonable duties assigned by the Head of Department.

Key Competencies

- Advanced knowledge of supply chain management/procurement policies and procedures and Council and Government
- Knowledge Rating and Urban Government Act
- Council Standing Orders
- Knowledge of Financial Regulations governing procurement and supply chain
- Ability to communicate fluently in both official languages
- Well established analytical, problem-solving, and decision-making skills
- Ability to build relationships and collaborate effectively with stakeholders at all levels
- Strong management and project management ability.
- High level of Integrity

Qualifications and Experience

- Degree in Supply Chain Management / Logistics/ Accounting / Finance from a reputable institution.
- PGD in Supply Chain Management/ Logistics/ Business Administration from a reputable institution would be an added advantage.
- Chartered Institute of Procurement Supply (CIPS) level 6 (professional diploma) would be an added advantage.
- 5 years' work experience in Procurement, Administration or Supplier relationship management is a prerequisite.
- Experience in local government institution will be an added advantage

Written applications accompanied by certified copies of academic certificates must be submitted together with a comprehensive Curriculum Vitae. All applications will be acknowledged.

Closing date for applications is 12 May 2026. Only emailed applications will be accepted. Late applications will not be accepted. Should you not receive further correspondence within one month of the closing date, please consider your application to be unsuccessful.

The position for which you are applying for must be clearly specified in the subject line.

Please apply in writing to:

The Recruitment Manager
SNG Grant Thornton (Pty) Ltd
Umkhiwa House, Lot 195
Kal Grant Street, Mbabane

Email: recruitment.sz@sng.gt.com



Advert also available on: [SNG Grant Thornton Eswatini Recruitment](#)