https://udcorp.co.zw/job/procurement-graduate-trainee/

PROCUREMENT GRADUATE TRAINEE

Description

Reporting to the Procurement and Administration Manager
The Urban Development Corporation is looking for a graduate who wishes to pursue a career in Procurement, to fill the above vacant post. The successful candidate will undergo an intensive 24 months Graduate Trainee Development program where he/ she will be exposed to procurement principles, best business practices, key strategic procurement processes and initiatives.

Responsibilities

Incumbent will be involved in the following roles:
1.ASSISTING IN PROCUREMENT PROCESSES
Support the procurement team in sourcing goods and services.
Help with the preparation and evaluation of tenders and quotations

2. VENDOR MANAGEMENT
Maintain relationships with suppliers.
Assist in assessing supplier performance and compliance.

3. MARKET RESEARCH AND ANALYSIS
Conduct research on market trends and pricing.
Analyze data to identify cost-saving opportunities.

4. CONTRACT MANAGEMENT
Assist in drafting and reviewing contracts.
Monitor contract compliance and renewals

5. REPORTING AND DOCUMENTATION
Prepare reports on procurement activities and supplier performance.
Maintain accurate records of purchases and contracts

6. COLLABORATION WITH OTHER DEPARTMENT
Work with finance, logistics, and other teams to ensure alignment. Participate in cross-functional projects related to procurement.

Qualifications

QUALIFICATIONS
•Degree in Supply Chain Management or related field from a recognized University.
•Should have a 2.1 or better degree class.
•At least one year of commercial awareness gained in industry,

services or commerce during the period of undergraduate studies.
•Studying towards a relevant professional qualification will be an added advantage.
•Knowledge of the Public Procurement and Disposal of Public Assets Act.
•Vast Knowledge of the e-GP systems is a great welcomed advantage and a must.

Date posted
May 27, 2025

Contacts
Date posted
May 23, 2025
Contacts
Candidates interested in launching a career in public procurement and meeting the above stated requirements should submit a detailed curriculum vitae and certified copies of proof of qualifications clearly headed “PROCUREMENT GRADUATE TRAINEE” to:
The Human Resources Manager
Urban Development Corporation
56 Samora Machel Avenue
8th Floor Trust Towers
Harare
Envelopes should clearly state the position applied for in the subject line.
Emails to be sent to: recruitment@udcorp.co.zw

Urban Development Corporation
https://udcorp.co.zw