MINISTRY OF FINANCE & DEVELOPMENT PLANNING-
PROJECT MANAGEMENT UNIT (MOFDP-PMU)

JOB VACANCY FOR THE POSITION OF PROCUREMENT MANAGER

Job Title:	**Procurement Manager**
Level:	**Senior Management**
Division:	**Procurement**
Reporting Line:	**Director Ministry of Finance and Development Planning-Project Management Unit (MOFDP-PMU)**
Contract duration:	**36 Months**
Job Location:	**Maseru**
Remuneration:	**Competitive with Market Standard**

JOB OVERVIEW

The Procurement Manager provides strategic leadership for the PMU's procurement function, overseeing procurement planning, market analysis, contract and supplier performance management, procurement risk management, and compliance with national and donor procurement requirements. The role is responsible for strengthening procurement governance, driving procurement performance and continuous improvement, building procurement capacity within government and Sub-Recipients (SRs), and supporting the transition towards increased government ownership and sustainable procurement systems. Overall, the position ensures that procurement is strategic, transparent, competitive, compliant, and delivers value for money in support of programme objectives.

JOB REQUIREMENTS

SKILLS AND QUALIFICATIONS

- Master's degree (or Bachelor's with extensive experience) in Procurement, Supply Chain Management, Business Administration, Commerce or related field.
- Professional procurement qualification (MCIPS or equivalent).
- Registration with the relevant national procurement professional body where applicable.
- At least 10 years of progressively responsible procurement experience
- Minimum 5 years in a senior procurement management or leadership role.
- Experience managing donor-funded projects
- Demonstrated experience in strategic sourcing, contract management and supplier relationship management.
- Experience leading procurement reforms and organisational capacity building
- Experience with electronic procurement or ERP systems.

REQUIRED COMPETENCIES

Technical	Behavioural
• Strategic procurement planning • Public and donor procurement • Strategic sourcing • Category management • Contract management • Supplier relationship management • Market intelligence • Procurement analytics • Procurement risk management • Procurement performance management • Negotiation • Value-for-money analysis • Procurement policy development	• Strategic thinking • Leadership and people management • Strong communication and influencing skills • Stakeholder management • Analytical and problem-solving skills • Integrity and ethical conduct • Results orientation • Change management • Coaching and mentoring

Ministry of Finance and Development Planning - Project Management Unit is an equal opportunity employer and welcomes applications from all backgrounds, regardless of gender, ethnicity, or sexual orientation

Detailed TORs- Detailed TORs should be accessed from MOFDP-PMU website on this address: https://www.mofpmu.org.ls/vacancies/ or may be collected from the reception at the address indicated below.

Submission-Interested candidates should submit applications accompanied by detailed CVs, certified copies of their Educational Certificates, Transcripts and ID, on or before **17:00hrs of 04th December 2026** to the following address:

4th Floor MGC Office Park, Corner Pope John Paul and Mpilo Boulevard Road P.O. Box 395, Maseru 100

Applications received after the closing date and time shall not be considered. If two weeks lapses and you have not been contacted, please consider your application unsuccessful.

Request for Clarification-Requests for Clarifications can be addressed to the following email address: *molatselit@mofpmu.org.ls*

Disclaimer-– Project Management Unit is not bound to recruit any applicant considered not suitable for the position and reserves the right to terminate this process at any time if there are circumstances which require so.