



ESPPRA
ESWATINI
PUBLIC
PROCUREMENT
REGULATORY
AGENCY



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RHUS Office Park, Karl Grant Street
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Mbabane, Eswatini

VACANCIES 2022/2023

i) Capacity Building & Advisory

Workload and Capacity Assessment Clerks X2

Minimum Qualifications: Degree in Procurement, Supply Chain Management, Social science, Project Management or equivalent.

Experience: Experience in data collection and analysis to ensure completeness, accuracy, credibility of reported information. Experience in monitoring and evaluation of project activities to ensure updated information is available at all times.

Competencies:

- Highly proficient in Excel, SPSS knowledge
- Exceptional organizational skills, including the ability to manage time wisely
- Strong interpersonal skills
- Communication skills and reporting skills
- Fluent in both spoken and written English
- Accountable
- Dependable

Job Description: Facilitate data collection and analysis for the Workload Capacity Assessment project aimed at assessing procuring entities to determine the establishment of Entity Tender Boards and allocation of levels of Authority.

REMUNERATION

- A competitive remuneration package will be offered to the successful candidates.

Established by an Act of Parliament of the Government of the Kingdom of Eswatini to regulate Public Procurement

All written correspondence to be directed to the Chief Executive Officer

"New Thinking New"

APPLICATION PROCEDURE

- Applicants must submit comprehensive curriculum vitae, including three (3) traceable referees, which must be accompanied by recently certified copies of certificates to The Recruiting Officer •By e-mail to recruitment@esppra.co.sz • Closing Date: 23rd January 2023 •Late applications will not be considered • All shortlisted candidates will be subject to psychometric testing as well as criminal checks and a security clearance • Correspondence will be limited to short-listed applicants only.

