



JOB POSTING

I. **KP PROCUREMENT AND RECOVERY OFFICER**

Kibogora Polytechnic is seeking for a full time **Procurement and Recovery officer**.

II. **Skills and Qualifications**

- **Education level:** Bachelor's Degree in Procurement, Public Finance, Accounting, or in similar field.
- **Position: One (1)**
- **Professional experience:** At least 3 years professional experience in equivalent position

III. **Key Technical Skills & Knowledge required:**

- High Analytical Skills;
- Negotiation Skills;
- Knowledge of basic business and purchasing practices;
- Excellent Communication Skills;
- Knowledge of state contracting laws, regulations and procedures;
- Knowledge of grades, qualities, supply and price trends of commodities;
- Time Management Skills;
- Decision making Skills;
- Computer Skills;
- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage

IV. **Responsibilities:**

- Provides a roadmap of upcoming operations falling under his responsibilities.
- Advises Kibogora Polytechnic regarding procurement issues
- Monitors closely procurement planning and provides regular updates on ongoing activities
- Handle procurement requests for local subsidies, financing agreements & Development Partnerships
- Handle procurement requests for local consultants and consulting firm contract
- Maintains the professional relationship between Tender committee and KP management
- Elaborate and implement the procurement plan for Kibogora polytechnic, and produce consolidated reports thereof;
- Prepare and provide information for publication of tender-related documents such as procurement plan, bidding documents, invitation to bid, etc;
- Receive and safeguard bids, obtain approval of the tender award from the Tender Committee, publish the results of the tendering process and accordingly notify bidders;
- Prepare contracts for tender winners in collaboration with the Legal advisor;
- Serve as Secretary to the Tender Committee;
- Manage, in collaboration with concerned departments, the contract cycle in accordance with the applicable law and regulations and under the supervision of the Director of Administration and Finance, avail information requested by competent authorities.
- Registering all bank slips of application processing fees, registration fees, tuition fees and any other bank slip to be registered in QuickBooks.
- Performing monthly bank reconciliation of different bank accounts of KP.



KIBOGORA POLYTECHNIC



- Prepare regular communications to all KP students and make sure every student of KP is sitting in the exam after he/she has paid all fees required by KP for that sitting by offering them examination cards at least three days before the exam time.
- Make sure that all funds cash recording operation are justified by a relevant supporting document;
- Protect operations by keeping financial information confidential
- Perform cash payments and keep all supporting documents related to payments;
- Do any other duties assigned by his/her superiors

V. Application Instructions:

Interested candidates should submit their application (motivation letter, updated CV, Degree, copy of ID, certificates and references) through e-mail to hr@kp.ac.rw and copy to info@kp.ac.rw. Application deadline is **15th August 2022 at 5:00 PM**,

. All attachments should be put together in one PDF file not larger than 2 MB.

Only shortlisted candidates will be contacted for test and interview.

Done at Kibogora August 08, 2022.

MUKAMUSONI Dariya, PhD

Vice Chancellor of Kibogora Polytechnic

