

Innovative University of Enga  
Position Announcement

### **Procurement Officer**

The Innovative University of Enga (IUE) invites applications for the position of Procurement Officer. IUE is a rapidly developing public university committed to transparency, accountability, and international standards in governance and financial management. The Procurement Officer will play a critical role in ensuring that all purchasing activities are conducted ethically, efficiently, and in full compliance with institutional policy.

#### Position Overview

Reporting to the Vice President for University Administration and working closely with the Bursar, the Procurement Officer is responsible for managing the University's procurement processes, including sourcing, vendor management, tender administration, and contract compliance.

The successful candidate will help strengthen internal controls, ensure value for money, and support the University's operational and capital programs.

#### Key Responsibilities

- Administer procurement processes in accordance with IUE policies and applicable regulations
- Prepare and manage tender documents, bid evaluations, and vendor selection processes
- Maintain an approved vendor registry and oversee vendor performance
- Ensure proper documentation, approvals, and audit-ready procurement records
- Coordinate with academic and administrative departments to forecast purchasing needs
- Monitor compliance with procurement procedures and internal control standards
- Support contract administration and vendor negotiations
- Assist in developing and refining procurement policies and procedures

#### Qualifications

- Bachelor's degree in Business Administration, Accounting, Supply Chain Management, or related field
- Minimum five (5) years of experience in procurement, supply chain management, or financial administration
- Demonstrated knowledge of tendering processes and contract management
- Strong understanding of internal controls and financial compliance standards
- Excellent organizational and record-keeping skills
- Strong written and verbal communication abilities
- High ethical standards and commitment to transparency

## Preferred

- Experience in higher education or public sector procurement
- Familiarity with capital project procurement and infrastructure purchasing
- Experience working with donor-funded or externally funded projects

This position requires professionalism, integrity, and a commitment to strengthening institutional systems. The Procurement Officer will contribute directly to ensuring that IUE's growth and development are supported by disciplined and transparent financial practices.

## Application Process

Qualified candidates should submit a cover letter, curriculum vitae, and contact information for three professional references to **recruitment@iue.ac.pg**.

Applications will be reviewed on a rolling basis until the position is filled.

Innovative University of Enga is an equal opportunity employer committed to institutional excellence and accountability.