

EMPLOYMENT OPPORTUNITY

SENIOR PROCUREMENT OFFICER

The Eswatini National Provident Fund (ENPF) is a statutory body established to provide retirement and related benefits to employees in Eswatini. As one of the country's leading social security institutions, ENPF is committed to safeguarding members' contributions through prudent fund management, sound governance, and strategic investment practices. The Fund plays a critical role in promoting financial security for workers and contributing to national economic development through responsible investment and sustainable growth. The Eswatini National Provident Fund (ENPF) is seeking to appoint a dynamic, results-driven, and experienced professional to the position of **Senior Procurement Officer**.

Job Purpose

The main purpose of the role is to oversee the Fund's procurement process, from sourcing and supplier negotiations to contract management, ensuring compliance with policies and Eswatini public procurement laws. **This position reports to the Finance General Manager.**

Main Responsibilities

- Develop, review, and implement procurement policies, procedures, and frameworks in compliance with the Public Procurement Act and Fund requirements.
- Ensure adherence to procurement governance, regulatory requirements, and internal controls.
- Coordinate procurement planning and budgeting processes in partnership with business units.
- Identify, assess, and mitigate procurement and supply chain risks.
- Manage sourcing, tendering, and contract award processes to achieve value for money.
- Evaluate supplier proposals and recommend cost-effective procurement solutions.
- Monitor supplier performance, contract compliance, and service delivery standards.
- Serve as Secretary to the Entity Tender Board and provide procurement governance support.
- Oversee inventory management and stock control to ensure operational efficiency.
- Lead contract negotiations and manage supplier relationships to optimise commercial outcomes.
- Review and administer contracts to ensure compliance with legal, regulatory, and organisational requirements.
- Coordinate procurement audits and implement corrective actions arising from audit findings.
- Drive continuous improvement, process optimisation, and procurement best practices.
- Prepare procurement reports, analyses, and recommendations for management decision-making.
- Lead, coach, and supervise procurement staff to drive performance and capability development.

Key Competencies

- Strategic acumen and strong negotiation skills.
- Strong analytical, problem-solving, and sound decision-making capabilities.
- Excellent communication, interpersonal, and presentation skills.
- Proven ability to build productive relationships and collaborate effectively with internal and external stakeholders.
- Project management and organisational skills.
- High levels of professionalism, integrity.

Qualifications and Experience

- Degree in Supply Chain Management / Logistics/ Accounting / Finance from a reputable institution.
- PGD in Supply Chain Management/ Logistics/ Business Administration from a reputable institution would be an added advantage.
- Chartered Institute of Procurement Supply (CIPS) level 6 (professional diploma) would be an added advantage.
- 5 years' work experience in Procurement, Administration or Supplier relationship management is a prerequisite.
- Exposure to an Enterprise Resource Planning System (ERP) is advantageous.

Written applications accompanied by certified copies of academic certificates must be submitted together with a comprehensive Curriculum Vitae. All applications will be acknowledged. **Closing date for receipt of applications is 27 August 2026. Only emailed applications will be accepted.** Late applications shall not be accepted. Written applications clearly stating the position applied for accompanied by a comprehensive Curriculum Vitae and certified copies of academic certificates should be submitted to:

The Recruitment Manager
SNG Grant Thornton Advisory (Eswatini) (Pty) Ltd
Umkhiwa House, Lot 195, Karl Grant Street, Mbabane
Email: recruitment.sz@sng.gt.com
Advert also available on LinkedIn: [SNG Grant Thornton LinkedIn page](#)