

VACANCY ANNOUNCEMENT

Procurement Officer

Mzuzu International Academy (MIA) is a leading independent international school in Northern Malawi, committed to providing high-quality education in a nurturing and innovative learning environment. We are seeking to recruit a highly motivated, ethical, and results-oriented professional to join our team as a Procurement Officer.

Position: Procurement Officer

The Procurement Officer will be responsible for planning, coordinating, and managing the procurement of goods, works, and services to ensure value for money, transparency, accountability, and compliance with the Academy's Procurement Policy and applicable regulations. The successful candidate will play a key role in supporting the efficient delivery of the Academy's operations through effective procurement and supplier management.

Key Responsibilities

The successful candidate will be responsible for:

- Coordinating and implementing the Academy's Annual Procurement Plan.
- Managing procurement processes from requisition to contract award.
- Preparing tender and quotation documents and coordinating bid evaluations.
- Maintaining supplier databases and managing supplier relationships.
- Monitoring supplier performance and contract compliance.
- Ensuring procurement activities comply with institutional policies and applicable laws.
- Maintaining accurate procurement records for audit purposes.
- Preparing procurement reports for Management.
- Supporting inventory verification and asset acquisition processes.
- Promoting ethical procurement practices and value for money.

Qualifications and Experience

Applicants should possess:

- A Bachelor's Degree in Procurement and Supply Chain Management or a related field from a recognized institution.
 - A minimum of three (3) years' relevant procurement experience.
 - Membership with the Malawi Institute of Procurement and Supply (MIPS) will be added advantage.
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- Sound knowledge of procurement legislation, tendering procedures, and contract management.
- Strong negotiation, analytical, communication, and report-writing skills.
- High levels of integrity, professionalism, and attention to detail.
- Proficiency in Microsoft Office applications.

What We Offer

- A competitive remuneration package.
- A professional and collaborative working environment.
- Opportunities for continuous learning and professional development.
- The opportunity to contribute to one of Malawi's leading international schools.

How to Apply

Interested candidates should submit:

- A detailed Curriculum Vitae (CV);
- A cover letter outlining suitability for the position;
- Copies of academic and professional qualifications; and
- Contact details of three traceable referees.

Applications should be sent to:

The Principal
Mzuzu International Academy
P.O. Box 221, Mzuzu, Malawi

Or email: recruitment@mzuzuacademy.org

Closing Date: **Friday, 31 July 2026.**

Only shortlisted candidates will be acknowledged and invited for interviews.

Mzuzu International Academy is an equal opportunity employer and encourages applications from suitably qualified candidates regardless of gender, disability, or background.