



STRIVING FOR EXCELLENCE

Vacancy- External Advertisemen

Roma College of Nursing is a Roman Catholic Nurses Training Institution and a member of the Christian Health Association of Lesotho, and as such, it is underpinned by the Christian values and principles.

Job Title: Procurement Officer
Grade: G
Reports to: Administrator
Location: Roma College of Nursing, Roma
Contract Type: Permanent and Pensionable

Job Summary

The Procurement Officer will coordinate and manage the procurement function of the College by ensuring the timely, cost-effective, transparent, and compliant acquisition of goods, works, and services in accordance with the College Procurement Policy, the Lesotho Public Procurement legal framework, and other applicable regulations. The Procurement Officer will be responsible for supporting procurement planning, tendering, contract administration, supplier management, and maintaining procurement records to ensure value for money and operational efficiency.

Key Responsibilities

- Procurement Planning and Coordination
- Procurement of Goods, Works and Services
- Supplier and Contract Management
- Inventory and Asset Management Support
- Compliance and Risk Management
- Records Management and Reporting
- Stakeholder Support and Advisory Service

Qualifications and Work Experience

- Bachelor's Degree in Procurement and Supply Chain Management, Purchasing and Supply, Logistics Management, Business Administration, Commerce, or a related field.
- Minimum of three (3) years' relevant experience in procurement, supply chain management, or public procurement.
- Experience in an educational institution, public sector, or non-profit environment will be an advantage.
- Membership of a recognized procurement professional body will be an added advantage.

Key Competencies

- Sound knowledge of procurement principles, practices, and procedures.
- Knowledge of the Lesotho Procurement Act, 2023 and related regulations.
- Strong analytical and negotiation skills.
- Excellent planning, organizational, and coordination abilities.
- Good report writing and record management skills.
- Proficiency in Microsoft Office applications and procurement information systems.
- High level of integrity, professionalism, and ethical conduct.
- Strong interpersonal and communication skills.
- Ability to work under pressure and meet deadlines

Application Process

Interested candidates should send application letter coupled with CV, certified copies of educational certificates, and ID or Passport and two reference letters (all combined in one pdf document) to recruitment@rcn.org.ls with subject line: **PROCUREMENT OFFICER** on or before 18th June 2026, 4pm. Only short-listed candidates shall be contacted.

NB. All short-listed candidates will be contacted. Should you not hear from the College within 3 months after the closing date of applications; consider your application not successful.