Central Bank of Lesotho

Career Opportunity

Head, Budget and Procurement: Ref: HBP (Five (5) years fixed contract)

The position of Head, Budget and Procurement is responsible to maintain that the Bank is financially sustainable through by ensuring efficient budgeting and procurement of goods & services emphasizing maximum use of resources and improved cost recovery measures in line with the Banks strategy.

Reports to:
Director of Finance

Areas of Responsibility include:
- Ensuring effective development and implementation of strategy based budgeting
- To prudentially manage the Bank's costs through preparation of efficient procurement plan.
- To develop comprehensive periodic analytical reporting that portrays the Bank's performance in terms of both its finance and its sustainability.

Candidate will have to:
- Prepare long-term plans for the Division in line with the overall objectives of the Department and keep management abreast of all developments pertaining to the Division.
- Ensure adequate capacity for the smooth operations of the Division.
- Prepare consolidated Divisional annual work plans, progress reports, budgets and monitor through budget variances.
- Prepare periodic Management Accounts and progress reports on Annual Procurement Plan for the Bank.
- Oversee procurement activities in relation to tenders, purchase orders and tender committee duties.
- Appraise staff through developing performance contracts and monitoring performance.

Candidates applying for this role require the following behavioural competencies:
- Formulating Strategies & Concepts.
- Deciding & Initiating Action.
- Leading & Supervising.
- Planning and organizing.
- Writing and reporting.
- Presenting & Communicating.
- Learning and researching.
- Training and coaching.

All candidates wishing to apply should have the above stated behavioural competences and the following qualifications and experience to be considered at least:
- Minimum requirement is a Master's Degree in any of the following: Accounting, Finance, Procurement/CA/CIMA or equivalent.
- Seven (7) years' relevant experience, three (3) of which at senior managerial level.

Letters of application, comprehensive Curriculum Vitae, certified copies of certificates & transcripts, names contact (including telephone and e-mail) of two (2) referees must be sent to:

Director of Human Resources, Central Bank of Lesotho, Corner Moshoeshoe & Airport Roads
P.O. Box 1184, MASERU 100. ***Closing date for submission is 19 October 2018 @ 16h30.*** **Only shortlisted candidates will be responded to.**

For more information visit: www.centralbank.org.ls