



## **Job Posting**

### **About Weza Power**

Weza Power is a dynamic and growing energy distribution company focused on providing sustainable and reliable electricity across Burundi. As part of our mission to expand access to energy and contribute to the country's development, we are seeking talented and dedicated professionals to join our team and support the growth of our operations. We are committed to fostering an inclusive and diverse work environment, where every team member is empowered to make a difference.

**Title : Procurement Manager**

**Location : Bujumbura**

### **Job Purpose:**

The Procurement Manager will lead and manage the planning and execution of procurement activities in alignment with World Bank procurement regulations, national laws, and Weza Power's internal procedures. The role serves as a key technical expert and will ensure transparency, value for money, and compliance across all stages of the procurement cycle from planning to contract award including the drafting of key documentation, conducting evaluation, using rated criteria and contributing to reporting and monitoring activities. The Procurement Manager will play a central role in strengthening institutional procurement capacity, supporting strategic sourcing, and building the foundation for a high-performing procurement function capable of scaling with the company.

### **Key Roles and Responsibilities:**

#### **Strategic Procurement Planning**

- Lead the development and periodic update of procurement plans and procurement strategies including Procurement Plan and Strategy Document (PPSD), ensuring alignment with project timelines, budgets, and donor requirements
- Coordinate with technical, financial, and operational teams to forecast procurement needs, consolidate requirements, and structure packages to optimize value for money
- Contribute to demand planning and Sales & Operations Planning (S&OP) processes to align procurement activities with forecasted needs and operational priorities



- Provide guidance to the management team on procurement modalities, options, solutions and risk & cost implications

### **End-to-End Procurement Operations**

- Manage complex procurement processes for goods, works, and consulting services using both national and international procurement procedures under either a Public or Private Procurement Process.
- Prepare and review all bidding and solicitation documents, bid evaluations, negotiations, contract awards, and contract documentation
- Ensure procurement is executed in compliance with World Bank Procurement Regulations and other relevant standards, including internal control procedures
- Support contract management functions post-award, including variations, performance monitoring, and dispute resolution

### **Cost management and Value optimization**

- Drive cost optimization initiatives through strategic sourcing, market analysis and total cost of ownership approaches.
- Support budget control by aligning procurement strategies with financial forecast and cost constraint.

### **Leadership & Team Management**

- Lead, supervise, and mentor the procurement team, ensuring high performance and continuous professional development.
- Allocate workload, ensure adherence to processes, and oversee quality control of all procurement outputs prepared by team members.
- Build a strong, efficient, and compliant procurement function.

### **Governance, Compliance & Audit Readiness**

- Ensure adherence to procurement thresholds, prior review requirements, and documentation protocols
- Maintain complete, accurate, and audit-ready procurement records in accordance with World Bank and Weza Power requirements
- Respond to audit queries and support both internal audits and World Bank procurement reviews
- Promote integrity, transparency, and accountability throughout the procurement cycle
- Integrate EH&S considerations into procurement strategies in line with World Bank standards and corporate policies.

### **Market Engagement & Vendor Management**

- Conduct structured market research and supplier intelligence gathering for key procurement categories
- Lead vendor identification, prequalification, and due diligence processes, including conflict-of-interest screening



- Establish and manage vendor rosters and ensure competitive and equitable supplier participation

### **Capacity Building & Institutional Strengthening**

- Design and deliver training, mentoring, and guidance to internal teams on procurement best practices, compliance, and use of procurement tools
- Support capacity strengthening and help institutionalize procurement systems and SOPs
- Promote knowledge sharing and contribute to the continuous improvement of procurement processes

### **Performance Monitoring & Reporting**

- Develop and track procurement KPIs including cycle time, contract performance, savings, and efficiency indicators
- Prepare periodic procurement status reports for management and donors, highlighting progress, bottlenecks, and mitigation actions
- Utilize ERP systems and donor platforms (such as STEP) for procurement planning, execution, and reporting as appropriate
- Participate in portfolio or project review meetings and ensure procurement input is well represented

### **Stakeholder Engagement**

- Serve as procurement focal point for interactions with the World Bank, government authorities, consultants, and internal departments
- Provide procurement advice and technical input during project implementation, including revisions to procurement plans or approaches
- Coordinate with the PIU, finance, legal, and technical teams to ensure procurement is well-integrated into broader operational goals
- Ensure good coordination and communication with the World Bank team

### **Key Competencies & Skills:**

- In-depth understanding of World Bank Procurement Regulations and public procurement laws
- Strong contract drafting and negotiation skills
- Proven experience in high-value, multi-sector, and multi-donor procurements
- Capacity-building mindset and ability to coach teams
- Excellent communication and stakeholder coordination skills
- Proficiency in ERP systems and the World Bank STEP platform
- Excellent planning and analytical skills



- High ethical standards and accountability
- Strong knowledge of World Bank procurement regulations and Burundi public procurement laws
- Skilled in drafting tender documents, contracts, and managing procurement processes end-to-end
- Able to analyze procurement data, track KPIs, and generate reports
- Experience in training or mentoring procurement staff
- Excellent communication, organization, and stakeholder coordination skills
- High ethical standards and attention to compliance

### **Qualifications:**

- Master's degree in Procurement, Business Administration, Law, Engineering, or related field.
- Minimum 7 years of professional experience in public procurement with at least 5 years working on projects funded by international financial institutions (IFIs) such as the World Bank
- Good understanding of the different procurement processes (One envelope, Two envelopes, direct solicitation, BAFO)
- Solid experience managing procurement across different categories: goods, services and consulting.
- Experience in the energy sector will be a plus.
- Proven ability to apply rated criteria in compliance with donor procurement regulation.
- Familiarity with e-procurement systems such as STEP and other ERP systems
- Experience drafting procurement documentation and evaluation report according to Burbank World Bank or other donor requirements.
- CPIM, CSCP or equivalent procurement certification preferred, with Lean Six Sigma Green Belt certification strongly preferred.
- Training in World Bank procurement procedures and use of STEP is a strong asset
- Excellent communication skills, written and oral, in French, English and Kirundi.

### **Instructions to applicants:**

Qualified and interested candidates should submit the following documents as a single PDF file to [careers@wezapower.com](mailto:careers@wezapower.com):

- A cover letter addressed to the General Manager of Weza Power
- An updated CV

Email Subject Line: Procurement Manager – **[Candidate's name]**



The deadline: **January 2<sup>nd</sup> 2026**

Only electronic applications that meet the minimum qualifications will be considered.