



5-10-2026

JOB RE-ADVERTISEMENT

Job Position title : Procurement Officer Non-Medical (1) Re-advertised

Reports to : Procurement Manager

Background

Rwanda Medical Supply (RMS) is a state-owned company established by the Government of Rwanda with a mandate of managing end to end health supply chain for Rwanda.

RMS Ltd mission is to be the leading health supply chain institution in Africa which ensures availability and affordability of quality assured health commodities by 2030. RMS Ltd's vision is a thriving Rwanda: Where everyone has the health resources, they need to live a long and fulfilling life. Our comprehensive supply chain management ensures that healthcare providers have the resources they need to deliver quality care.

To achieve this mandate and become the leading health commodities supply chain agency in Rwanda and beyond, RMS is looking for a competent Procurement Officer Non-Medical.

Position overview

To carry out day-to-day procurement operations and to prepare and file required documentation and reports.

Key responsibilities

- Conduct the tendering process from tender document preparation up to contract signature
- Request for performance guarantees and follow up on their provision
- Monitoring of the placed purchase orders to ensure their delivery on time
- Report on procurement plan execution
- Report on what is on the pipeline
- Processing of purchase orders
- Any other relevant duties assigned by manager

Academic Qualifications:

- Bachelors in Procurement / Supply chain
- Chartered institute of Purchasing and Supplies and having CIPS Levels will be an added advantage

Experience: 4 years of experience in procurement field.

Job application procedure:

Interested candidates should send their application documents (in one PDF document) including Application letter, Curriculum Vitae, Copy of ID, Copies of Degree certificates, Equivalence, Professional course certification, Motivation letter, Names of three professional referees as well as their emails and telephone numbers.

All applications are to be addressed to the following address: jobsinrwanda@gmail.com

Deadline for application submission is **18/10/2026 at 05.00 PM.**

NB:

1. Only applications submitted via the above email address, **in one PDF document containing all the required documents listed above**, will be considered.
2. Only Candidates with the right qualifications and relevant experience shall be shortlisted and contacted.
3. Incomplete applications shall be rejected.