



New Position Available

23134-790 on Highway A1,
Ha Nyenye Maputsoe Urban Area,
Leribe, Kingdom of Lesotho
Email: dumelang@orlesotho.com
www.orlesotho.com

Job Description - Field Procurement Officer

Location: Maputsoe, Leribe District, Lesotho

Reports To: Finance and Supply Chain Manager (FSCM)

Works Closely With: Purchasing Officer, Compliance Department

Preferred Start Date: 1 April 2026

1. Position Overview

The Field Procurement Officer supports the coordination of procurement and logistics activities during rosehip buying. The role plays a critical operational function in ensuring that rosehip harvested in the field is purchased, transported, and delivered to the processing facility quickly enough to preserve product freshness and maintain continuous production flow.

The coordinator works closely with the Purchasing Officer to coordinate purchasing activities, assist in approving purchase quantities and prices, and ensure accurate documentation of procurement transactions.

The role requires a highly organised individual who is comfortable communicating with suppliers, drivers, and internal teams. The successful candidate must demonstrate strong interpersonal skills, practical problem-solving ability, and the capacity to think on their feet to allocate logistics resources during busy operational periods.

The position also supports the Compliance Team by ensuring that procurement records, supplier and transporter documentation allow for full traceability of all rosehip purchased by the company.

Applications

To apply please submit your application on www.orlesotho.com/careers

2. Key Responsibilities

Procurement Support

- Work closely with the Procurement Officer to coordinate the purchasing of rosehip from suppliers and harvesters.
- Ensure all procurement transactions are properly documented and recorded.
- Support the procurement team in maintaining good supplier relationships and resolving operational issues.

Logistics Coordination

- Plan daily collection routes and logistics schedules.
- Prioritise supplier pickups based on freshness, harvest volumes, and production demand.



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- Reallocate vehicles and drivers when operational disruptions occur.
- Allocate drivers and vehicles to collection points based on operational requirements.
- Monitor logistics movements to ensure materials are delivered to the facility on time.

Supplier Coordination

- Maintain regular communication with suppliers and buyers.
- Coordinate with community buying points and buyers
- Track supplier deliveries and confirm quantities delivered to the facility.
- Maintain accurate records of suppliers, delivery schedules, and purchasing activity.
- Ensure buying activities follow company procurement procedures.

Freshness & Delivery Monitoring

- Monitor the time between harvesting and delivery to the facility.
- Coordinate transport scheduling to minimise delays that could reduce product quality.
- Communicate with buyers and drivers to ensure harvested rosehip is transported promptly.

Driver and Transport Monitoring

- Respond to calls from drivers and suppliers and provide operational instructions where required.
- Record and monitor driver mileage and vehicle movement logs.
- Ensure drivers follow assigned routes and transport schedules.

Production Flow Coordination

- Communicate regularly with the Production Team regarding daily raw material demand.
- Adjust collection schedules and supplier deliveries based on production capacity and processing priorities.

Traceability and Compliance

- Work with the Compliance Team to ensure all purchased rosehip is properly recorded and traceable to its source.
- Maintain procurement documentation required for compliance, certification, and audit purposes.
- Ensure deliveries are recorded with buyer identification, community location, and batch reference numbers.
- Maintain records linking deliveries to suppliers and collection areas.

Reporting and Data Management

- Maintain accurate records relating to logistics movements, supplier deliveries, and procurement activities.
- Prepare procurement and logistics reports for submission to the Finance and Supply Chain Manager.
- Provide updates on supplier performance, delivery volumes, and transport operations.

Operational Problem Solving

- Respond quickly to operational challenges such as supplier disputes, vehicle delays, or scheduling conflicts.
- Assist with conflict resolution between drivers, suppliers, and operational staff.
- Escalate significant operational issues to the Procurement Officer or Finance and Supply Chain Manager.



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3. Required Skills and Competencies

- Strong organisational and administrative abilities
- Good communication and interpersonal skills
- Ability to work effectively with suppliers, drivers, and internal teams
- Ability to coordinate field operations and logistics under time-sensitive agricultural conditions.
- Practical problem-solving skills and the ability to think quickly under pressure
- Strong attention to detail and accuracy in record keeping
- Ability to manage multiple tasks in a fast-paced operational environment
- Ability to work collaboratively across procurement, logistics, and compliance functions

4. Qualifications and Experience

Minimum Requirements

- Practical experience in logistics or procurement coordination.
- Strong administrative and coordination skills

Preferred

- Hands-on experience in agricultural buying, dispatch, transport coordination, or field operations
- Experience in agricultural procurement or logistics operations
- Experience in high-pressure seasonal procurement environments is a strong advantage
- Previous exposure to rosehip or similar agricultural supply chains
- Experience working with supplier networks or field logistics operations
- A valid driver's license is an advantage.

5. Personal Attributes

The successful candidate should demonstrate:

- Strong people skills and the ability to work effectively with diverse community suppliers
- Initiative and the ability to think on their feet
- Reliability and accountability in operational responsibilities
- Professional communication and conflict resolution ability
- A proactive and solution-oriented approach to work

6. Working Conditions

The role is based in Maputsoe and involves frequent communication with field suppliers, drivers, and internal teams. Workload will increase during the rosehip buying season, requiring flexibility and responsiveness to operational needs.