



EXAMINATIONS COUNCIL OF ZAMBIA EMPLOYMENT OPPORTUNITY

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983, Chapter 137 of the Laws of the Republic of Zambia to set and conduct Examinations and award Certificates and diplomas to successful candidates. The vision of the Council is to be an examining body of excellence.

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position under the Procurement Unit.

ASSISTANT PROCUREMENT OFFICER – EXAMINATIONS (1), GRADE ECZ 5

Reporting to the Procurement Officer -Examinations, the Assistant Procurement Officer -Examinations will assist in planning and coordinating all Examination related procurement activities to ensure timely availability of goods and services required for efficient and effective conducting of Examinations.

DUTIES AND RESPONSIBILITIES

- Assist in ensuring that all received purchase requisitions have accurate, precise and clear specifications/Terms of reference.
- Work together with the Procurement Officer -Examinations to determine the appropriate procurement method to use for each purchase requisition received.
- Assist in arranging for Tender opening meetings
- Assist in arranging for tender evaluation meetings for all examination related activities
- Assist in raising Purchase Orders for all examination related procurements including refreshments/snacks during off-loading, loading and processing of Examinations.
- Assist in expediting placed purchase Orders to ensure timely delivery.
- Assist in preparing request for quotation (RFQ)/ Requests for Proposals (RFP) and sent to suppliers
- Assist in preparing quotation analysis sheets (for simplified procurement process) Assists in ensuring that all received Examination related Purchase requisition are recorded and authorized.
- Prepare and submit monthly report to the Procurement Officer on all procurement activities
- Assist in filling records of all examination related procurement documents such as enquiries quotations, analysis sheets, approvals purchase orders and any other documents for easy retrieval.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- CIPS Advanced Certificate 2 or ZIPS equivalent
- Minimum 2 years' experience in procurement
- Associate member of ZIPS
- Student Member of CIPS

Applicants who meet the above qualifications are encouraged to submit an application letter, copies of Academic and or Professional certificates together with detailed Curriculum Vitae including three (3) traceable referees, copy of NRC and daytime telephone numbers. All applications must reach the undersigned not later than **26th June 2020**.

Please note that only successful candidates will be contacted. Electronic applications will not be accepted.

The Council Secretary
Examinations Council of Zambia
Haile Selassie Avenue, Longacres
P.O Box 50432
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