



## 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 to successful candidates. The vision of the Council is to be an Educational Assessment Body of Excellence.

Applications are invited from suitably qualified and experienced applicants to fill the following vacant position in Procurement Unit at the Examinations Council of Zambia, Head Quarters.

### PROCUREMENT OFFICER - EXAMINATIONS (1) ECZ 5 HQ

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

#### DUTIES AND RESPONSIBILITIES

- Prepares quotation Evaluation Sheets/-Procurement Papers for simplified procurements process and submit to the Senior Procurement Officer
- Prepares and submit monthly reports to the Senior Procurement Officer on all procurement activities
- Arranges tender opening meetings
- Records Purchase Orders raised and submits for processing
- Files procurement documents such as approvals, enquiries and quotations
- Provides constant feedback to Senior Procurement Officer on the status of all pending procurements
- Facilitates procurement of refreshments for meetings
- Initiates procurement process for the Procurement Unit Requirements
- Initiate Stores Requisitions for procurement requisites with guidance from the supervisor
- Sets targets and agrees to performance measures in order to meet the strategic objectives of the institution

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Diploma in Purchasing & Supply or CIPS Level 5 or its equivalence
- Minimum 2 years' experience in procurement and supplies
- Associate member of ZIPS

Applicants who meet the above qualifications are encouraged to submit an application letter, **Verified** copies of Academic and or Professional certificates together with a detailed Curriculum Vitae including three (3) traceable referees and daytime contact numbers and a copy of NRC. All applications must reach the undersigned no later than **11<sup>th</sup> April 2023**.

*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  
**LUSAKA**