



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 candidates to fill the following vacant position at the Examinations Council of Zambia Headquarters.

SENIOR PROCUREMENT OFFICER (1), GRADE ECZ 4

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

DUTIES AND RESPONSIBILITIES

- Liaise with user departments/units and sections on procurement requirements.
- Review purchase requisitions to ensure that they are accurate, precise and clear specifications/Terms of Reference.
- Recommend the procurement methods to use for each purchase requisition received.
- Conduct the tender opening meetings and prepare tender opening reports.
- Arrange tender evaluation meetings and prepare evaluation reports.
- Raise purchase orders and ensure timely delivery of goods/services.
- Clear imported goods.
- Provide constant feedback to the Procurement Manager on the status of all pending procurements.
- Prepare request for quotations (RFQ)/Request for Proposal (RFP) and send to suppliers/Consultants.
- Record all received purchase requisitions
- Prepare and submit the monthly report to the Procurement Manager on procurement activities undertaken within each month
- Ensure a good record of all procurement documents such as Approvals, Enquiries, Quotations, and Evaluation Reports.
- Procurement/Management Papers, Purchase Orders and any other documents for easy retrieval.
- Provide secretarial services during tender evaluation meetings.
- Set targets and agree to performance measures to meet the strategic objectives of the institution.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Bachelor's Degree in Procurement and Supply Chain Management or its equivalent.
- Minimum of 3 years' experience in Procurement Management.
- Full Member of the Zambia Institute of Purchasing and Supply.

Applicants who meet the above qualifications are encouraged to submit an application letter, **verified** copies of Academic and Professional Certificates together with detailed Curriculum Vitae including three (3) traceable referees, a copy of NRC and daytime telephone numbers. All applications must reach the undersigned no later than **28th February 2024**.

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

The Director Human Resources and Administration

Examinations Council of Zambia

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