



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 Examination Council of Zambia Headquarters.

PROCUREMENT OFFICER - TEMPORAL (1), GRADE ECZ 5
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Reporting to the Senior Procurement Officer the Temporal Procurement Officer will execute procurement activities by assisting with administrative functions to ensure timely procurement of goods and services in line with procurement policies and regulations.

DUTIES AND RESPONSIBILITIES

- Review purchase requisitions to ensure specifications and terms of reference are accurate and complete.
- Collaborate with the Senior Procurement Officer to determine appropriate procurement methods.
- Support the planning and execution of tender opening meetings.
- Assist in the preparation of tender evaluation meetings.
- Prepare and raise purchase orders for assigned procurements.
- Follows up on procurement and delivery timelines with suppliers.
- Maintain a procurement register for all requisitions.
- Assists in compiling and maintaining accurate procurement documentation.
- Ensure that procurement files are organized for easy retrieval.
- Assist in tracking procurement processes and updating relevant records.
- Maintain integrity and confidentiality in handling procurement data.
- Flag potential compliance risks and delays to the Senior Procurement Officer.
- Assist in the preparation of monthly procurement activity reports.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent.
- Diploma in Purchasing and Supply, or equivalent.
- Associate member of the Zambia Institute of Purchasing and Supply (ZIPS)
- Minimum 2-year work experience in Procurement or Supply Chain.

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 **14th August, 2026**.

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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