



EMPLOYMENT OPPORTUNITY

The Zambia Institute of Chartered Accountants (ZICA) is a self-regulated membership body, established under the Accountants Act of 1982 and as amended in the Accountants Act of 2008 has the primary mandate of regulating and promoting the accountancy profession in Zambia. The Vision of ZICA is *“A reputable leader in developing finance and business professionals”*

Its Mission is *“ZICA will protect public interest through the regulation of the accountancy profession to the satisfaction of stakeholders”*

The Core Values of the Institute are:

“Integrity, Professionalism, Customer Centric, Accountability, Excellence, Innovation”

The Institute would like to recruit an outstanding, results-oriented and self-motivated; versatile and professional individual of high personal integrity with appropriate academic and professional qualifications and experience.

POSITION: PROCUREMENT OFFICER

PURPOSE OF THE JOB

The Procurement Officer is expected to plan, implement and control Purchasing & Supply function to ensure timely procurement of, materials, and services from the most competitive and reliable sources to sustain continuous organization’s operations. To ensure economic management and control of material store in accordance with established budget and programs.

REPORTING STRUCTURE

The Procurement Officer is accountable to the Chief Executive Officer.

KEY RESPONSIBILITIES

Tender Specifications

Preparation of draft tender specifications for the procurement of goods and services in consultation with client departments according to the Tender Board’s requirements and the Institute’s procurement policy, for review by the supervisor;

Disseminating tender materials

The Procurement Officer will be required to disseminate tender materials to prospective bidders that express interest in supplying goods or services;

Tender Receptions

Manage the reception of tenders according to tender procedures and Institute policy;

Evaluation Templates

Preparing evaluation templates that will ensure the objective evaluation of bids on the basis of price quality and delivery as per Institute's management procurement policy;

Tender Committee meeting

Organizing Tender Committee meeting to evaluate tenders received. Holds opening of tender box sessions in a transparent manner as required;

Secretarial services

Providing effective secretarial services to the Tender Committee so that accurate records of decisions are maintained;

Drafting Contracts

Preparing draft contracts for review by the supervisor to ensure that the contracts adequately reflect the interests of the Institute;

Good and Services

Expediting the supply of goods and services as per contract and agreed delivery schedules. Inspecting goods in liaison with Stores to ensure conformance with contracted specifications. Liaising with Finance for payment of suppliers according to contract;

Records of suppliers

Maintaining records of suppliers and their delivery and quality performance and reports supplier performance to aid decision making;

Vendor management

Implementing the Institute's process for vendor management, including resolving of problems between suppliers and client departments, effecting penalties in cases of breach and termination of contracts as authorized;

Price surveys

Surveying the market for prices and delivery conditions and recommends suppliers for evaluation and registration as approved suppliers. Maintaining a database of approved suppliers for non-tender based procurement;

Negotiating

Negotiating with approved suppliers to obtain the most competitive price, quality and delivery, thereby ensuring value for money to the Institute;

Reporting

Preparing accurate routine procurement and special reports required by the supervisor;

Other

Participating fully in performance and other organization-wide management practices as required and carrying out any other Procurement duties as delegated by Management;

SKILLS / ATTRIBUTES / QUALIFICATIONS

- Degree in Purchasing and Supply or Professional Diploma in Procurement and Supply;
- Excellent knowledge of Zambia Public Procurement Act;
- Be a paid up member of the ‘Zambia Institute of Purchasing and Supply (ZIPS)’;
- Exceptional customer and personal service skills with relevant tools and technology, applicable regulations and standards;
- Knowledge of management of the entire procurement process;
- Excellent time management;
- At least 5 Years post qualifying relevant work experience;
- Computer literacy and excellent knowledge of handling on line procurement;
- Excellent communication and interpersonal skills; Integrity, Reliable, Honest, Hardworking, and embracing team work;
- Flexible in handling all procurement matters
- Should possess a valid Driver’s License and able to Drive

NOTE: Please do not attach certificates at this stage;

If you are interested and meet the stated requirements, you may send a motivation letter accompanied by a detailed Curriculum Vitae (CV) electronically. Indicate three traceable professional/work related referees with working contact numbers addressed to: -

The Chief Executive Officer
Zambia Institute of Chartered Accountants,
Accountants Park,
Thabo Mbeki Road,
P O Box 32005,
LUSAKA

Email: jobs@zica.co.zm

The closing date for receiving applications is 16th October, 2020 by 17:00 hours.