



THE UNIVERSITY OF ZAMBIA

EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons to fill the following positions at the University of Zambia:

1. MANAGER PROCUREMENT - 1 POSITION

PURPOSE: Responsible for planning, organizing and coordinating the procurement activities in the University in compliance with local and international procurement regulations.

RESPONSIBILITIES:

- Preparing and ensuring adherence to the plans;
- Ensuring the preparation of and adherence to the procurement plans
- Ensuring the preparation of and adherence to procurement budgets
- Ensuring the preparation of purchase orders;
- Ensuring that procurement activities are carried out in conformance with the prevailing procurement regulations;
- Ensuring payments for procured goods and services;
- Overseeing the process of interviewing potential suppliers;
- Negotiating the terms and modalities of procurement in line with prevailing regulations;
- Serving as Secretary of the Procurement Committee
- Preparing and submitting situational, quarterly and annual reports on purchasing and supply;
- Preparing reports regarding market conditions and merchandise costs;
- Supervising and appraising subordinate staff; and
- Preparing quarterly and annual operational performance reports.

QUALIFICATIONS:

- Grade 12 School Certificate or its equivalent;
- Bachelor's degree;
- Master's degree in a relevant field;
- Diploma in CIPS;
- At least five (5) years relevant work experience; Member of Zambia Institute of Purchasing & Supply; and Must have a 2024 valid membership.