



ZAMBEZI RIVER AUTHORITY

JOB OPPORTUNITIES

The Authority is inviting applications from suitably qualified and experienced Zambian or Zimbabwean nationals to fill the following positions under the Corporate Services Department. The said positions will be based in Lusaka, Zambia:

(a) PROCUREMENT OFFICER – PROJECTS

(b) PROCUREMENT ASSISTANT

1. PROCUREMENT OFFICER – PROJECTS

JOB PURPOSE

To provide procurement and logistics services in respect of the Authority's work requirements for projects in a timely and cost-effective manner.

Under the supervision of the Manager – Procurement, the Procurement Officer-Projects will carry out the following key responsibilities:-

- 1. Procurement of Goods, Works and Services in compliance with the Authority's Procurement Policy and Procedures Manual and specific external financing guidelines. This will cover the following;**
 - (a) Receiving authorized requisitions from the Projects Section, assisting in developing specifications, preparing requests for quotations (RfQs) and inviting suppliers to avail quotations.
 - (b) Identifying supply sources for purposes of meeting specifications using local and international markets.
 - (c) Evaluating quotations taking into consideration compliance with specifications, lead time, price and payment terms and making recommendations thereof.

- (d) Raising Purchase Orders in System Applications and Products (SAP) as recommended in the signed evaluation reports and obtaining final review and authorization from the Manager-Procurement.
- (e) For externally financed goods, works and services, use a specific procurement tracking system for procurement planning, advertising, bidding processes and contracts management.
- (f) Creating separate files for each Requisition and all related procurement documents and ensuring that the procurement process is completed.

2. Tender Management will cover the following;

- (a) Assisting the Projects Section in developing specifications and Terms of Reference consistent with the requirements of the Authority and external financing guidelines.
- (b) Preparing RfQs/Invitation to Tenders (ITB)/Request for Proposals (RfPs) and soliciting for quotation/bids/proposals from shortlisted suppliers or open tenders for review by the Projects Section and obtaining final clearance from Manager-Procurement.
- (c) Managing pre-bid meetings and coordinating site visits.
- (d) Evaluating tenders taking into consideration relevant criteria and ability on the part of bidders to supply goods and execute the works and services and complying with terms and conditions.
- (e) Arranging contract negotiation meetings internally and externally with the Bidders.
- (f) Preparing minutes of contract negotiation meetings and documentation for award of contracts.
- (g) Drafting contracts for review by the Projects Section and second review by Manager-Procurement.
- (h) Obtaining clearance of contracts from the Legal Section and;
- (i) Managing contracts amendment processes.

3. Contract Management will cover the following;

- (a) Registering Contracts in System Applications and Products (SAP).
- (b) Managing contracts amendment processes.
- (c) Ensuring that all the procurement processes are effectively managed to maximize value for money.

4. Procurement Expediting and Tracking:

- (a) Ensuring that all goods and services are delivered within the contractual lead time as indicated on Purchase Orders or Contracts.

5. Supply Base Management will cover the following;

- (a) Ensuring continuity of supply by maintaining effective relationships with existing sources on the database and monitoring supply market trends
- (b) Recommending other sources of supply to meet emerging or planned needs in consultation with and approval by Manager - Procurement.

6. Import and Export Clearance will cover the following;

- (a) Coordinating the clearing of shipments with customs authorities at ports of entry and exit.
- (b) Timely processing of duty-free certificates and rebates for customs clearance in order to avoid demurrage charges.

7. Procurement Reporting will cover production of the following reports:

- (a) Updating the Procurement Plan
- (b) Submitting cash flow reports to the Finance Department
- (c) Reporting major procurement issues, challenges and safety issues on a monthly basis.

8. Health and Safety

Ensuring safety of the operating environment for employees and equipment.

9. People and Time Management will cover the following:

- (a) Ensuring effective supervision of subordinates.
- (b) Ensuring time keeping by subordinates.
- (c) Ensuring effective implementation of the performance management system.

QUALIFICATIONS & EXPERIENCE

General Education:

- Five (5) 'O' Levels with Credits/"Cs" or better; in English, Mathematics and any Science subject;

Academic /Professional Qualifications:

- Professional Diploma Level 6 in Procurement /Degree in Purchasing & Supply or equivalent
- Membership of an Institute of Purchasing and Supply e.g. CIPS/ZIPS

Minimum Experience:

Five (5) years of relevant experience.

KEY COMPETENCES

- Team Player
- Innovative
- Communication Skills
- Results Oriented

- Quality Oriented

EMPLOYMENT TYPE: FIXED TERM CONTRACT

2. PROCUREMENT ASSISTANT

JOB PURPOSE

To provide procurement and logistics services which meet the requirements of the Authority in a timely and cost-effective manner.

Under the supervision of the Procurement Officer, the Procurement Assistant will carry out the following key responsibilities:-

1. Procurement of Goods and Services

- (a) Receiving authorized requisitions from user departments, developing specifications, preparing requests for quotations documents (RFQ) to invite submission of quotations.
- (b) Evaluating quotations taking into consideration compliance with specifications, lead time, price and payment terms and making recommendations for review and approval by Procurement Officer and thereafter User Departments.
- (c) Preparing Purchase Orders as recommended on signed evaluation reports and getting authorization from the Manager - Procurement.
- (d) Making an updated filing system for all Purchase Orders in the system before seeking Purchase Order authorization.
- (e) Ensuring that separate files with all procurement documentation are opened separately for each Purchase Order.
- (f) Maintaining an updated Purchase Order Register.

2. Tender Management

- (a) Placing advertisements in newspapers, closing and opening tenders in compliance with public tendering procedures.
- (b) Assisting in the evaluation of tenders in consultation with user Departments and placing orders as recommended on evaluation reports and as approved by Management.

3. Procurement Expediting and Tracking

- (a) Maintaining updated procurement tracking report indicating progress being made and challenges thereof.
- (b) Ensuring that all goods and services are delivered within the contractual lead time on the Purchase Orders.

4. Supply Base Management

- (a) Ensuring continuity of supply by maintaining effective relationships with existing sources on the database and monitoring supply market trends
- (b) Recommending other sources of supply to meet emerging or planned needs in consultation with and approval of the Manager - Procurement.

5. Import and Export Clearance

- (a) Coordinating the clearing of shipments with customs at ports of entry and exit.
- (b) Timely processing of duty-free certificates and rebates for customs clearance to avoid demurrage.
- (c) Maintaining an updated imports box file with all customs documentation.

6. Procurement Reporting

Producing the following reports as and when required:

- (a) Goods and services procured
- (b) Cash flow

7. Health and Safety

- (a) Ensuring the safety of the operating environment for employees and equipment

8. People and Time Management

- (a) Time keeping
- (b) Ensuring effective implementation of performance management system

QUALIFICATIONS & EXPERIENCE

General Education:

- Five (5) 'O' Levels with Credits/"Cs" or better; in English, Mathematics and any Science subject;

Academic /Professional Qualifications:

- Diploma in Purchasing and Supply or Equivalent
- Membership of an Institute of Purchasing and Supply e.g. CIPS/ZIPS

Minimum Experience:

Three (3) years of relevant experience.

KEY COMPETENCES

- Team Player
- Innovative
- Communication Skills
- Results Oriented
- Quality Oriented

EMPLOYMENT TYPE: PERMANENT AND PENSIONABLE

Please take notice that in a quest to ensure that the Authority achieves one of its strategic goals regarding Workplace Gender Equity and Equality, female candidates are encouraged to APPLY.

APPLICATION PROCEDURE

Written application letters together with detailed CVs and certified photocopies of academic & professional certificates should be forwarded to the **Senior Manager – Human Resource and Administration** to either of the addresses below:

Zambezi River Authority
Lusaka Office, (Head Office)
Kariba House
32 Cha Cha Cha Road
P.O. Box 30233
**LUSAKA,
ZAMBIA.**

Zambezi River Authority
Club Chambers
Nelson Mandela Avenue
P.O. Box 630
**HARARE,
ZIMBABWE**

Zambezi River Authority,
21 Lake Drive,
Pvt, Bag 2001
**KARIBA,
ZIMBABWE**

(ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED)

CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 19TH MARCH 2025