



INTERNSHIP ANNOUNCEMENT

Job Title: Intern x I (Lusaka)

Reports to: Manager Procurement and Supplies - Lusaka

Background

The Energy Regulation Board (ERB) is a statutory body established under the Energy Regulation Act, No. 12 of 2019, to regulate the energy sector by licensing undertakings and ensuring consumers receive quality products and services while ensuring a reasonable rate of return to the energy utilities. The ERB now seeks to recruit one (1) dynamic and suitably qualified people to fill the positions of Procurement and Supplies Intern at the Lusaka Office.

Job Purpose

To provide operational support to the Procurement and Supplies Unit.

Main Duties and Responsibilities

- 1) Preparation of requests for quotations.
- 2) Evaluation of quotations and preparations of low value and procurement committee papers.
- 3) Compilation of data for procurement and supplies reports.
- 4) Filing of Procurement and supplies records.
- 5) Assist with other day to day tasks.

Minimum Qualifications

- Full Grade 12 School Certificate or equivalent.
- A minimum of a degree in Purchasing and supplies or related discipline.
- Preferably a resident of **Lusaka**.
- Applicants must have graduated not earlier than 1st January 2023.

Duration of Internship: six (6) months.

How to Apply

1. Applicants who meet **ALL** the minimum qualifications above are invited to submit soft copies of application letters, current Curriculum Vitae (with a minimum two (2) professional referees, Grade 12 School Certificate, Degree Certificate(s), and relevant professional qualification certificates as a single PDF to jobs@erb.org.zm.
2. The Subject of the email should clearly be labelled **PSU Intern**. No hard copies will be considered.
3. All applications should be submitted not later than 17:00hrs Friday 7th August 2026. Late submissions will NOT be considered. Only short-listed candidates will be contacted.

The ERB is an equal opportunity employer.