# VACANCY ANNOUNCEMENT

**Job Title:** Procurement Officer
**Job Type:** Fixed - term contract (**3 years**)
**Location:** Head Office - Lusaka.
**ERB Grade:** ERB 5
**Reports To:** Senior Manager – Procurement and Supplies

**Background**
The Energy Regulation Board (ERB) is a statutory body created by the Energy Regulation Act No. 12 of 2019 to regulate Zambia's energy sector. The ERB is looking to hire a qualified and experienced Zambian national to fill the position of **Procurement Officer**, based at its Head Office in Lusaka.

**Job Purpose**
To undertake the procurement of goods, services and works in order to facilitate the efficient and effective functioning of the Institution.

**Main Duties and Responsibilities**

- Prepare accurate procurement plans in a timely manner to support decision-making.
- Procure goods, services and works efficiently to ensure their timely availability and support smooth institutional operations.
- Prepare documentation for supply contract management to facilitate effective contract administration.
- Prepare bidding documents promptly to facilitate invitations for bids.
- Maintain an up-to-date supplier database to support a reliable supplier base.
- Maintain accurate records of goods, services and works to enable efficient storage and retrieval of information.
- Prepare procurement reports in a timely manner to meet statutory requirements and support decision-making.

**Required Skills**

- **Procurement Planning and Execution:** Ability to prepare procurement plans and procure goods, services and works efficiently and accurately.
- **Contract and Bidding Documentation:** Ability to prepare bidding and supply contract management documentation.

- **Records and Supplier Database Management:** Ability to maintain accurate procurement records and an up-to-date supplier database.
- **Report Writing:** Ability to prepare analytical, comprehensive and timely procurement reports.
- **Communication Skills:** Ability to communicate effectively in written and spoken English.
- **Negotiation and Interpersonal Skills:** Strong negotiation, interpersonal and diplomacy skills.
- **Analytical Skills:** Ability to analyse procurement information and support sound decision-making.
- **Integrity and Computer Literacy:** Demonstrated integrity and proficiency in the use of relevant computer applications.

**Minimum Qualifications**

• Full Grade 12 Certificate or equivalent.
• Bachelor's degree in Purchasing and Supplies or an equivalent qualification.
• Membership of the Zambia Institute of Purchasing and Supply.
• A minimum of four (4) years' relevant work experience.
• Verification of all qualifications by ZAQA is required.

**How to Apply**

Applicants must complete the Procurement Officer pre-application form: ERB e-Job Application - Procurement Officer – Fill out form or by scanning the QR code below:




1. Applicants who meet ALL the minimum qualifications above will be invited to submit soft copies of application letters, current Curriculum Vitae (with minimum two (2) professional referees, in *pdf version*) and ZAQA certified photocopies of Grade 12 Certificate, Degree Certificate(s), and Engineering Institution of Zambia membership certificate to jobs@erb.org.zm. No hard copies will be considered.

2. Application deadline: **Tuesday 3rd November 2026**.

ERB is an equal opportunity employer, both genders are encouraged to apply. Candidates involved in any lobbying shall be disqualified. Only short-listed candidates will be contacted.