



VACANCY ANNOUNCEMENT

Job Title: Senior Manager Procurement and Supplies
Job Type: Fixed Term Contract
Location: Head Office - Lusaka
ERB Grade: ERB 3
Reports To: Director General

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 **Senior Manager Procurement and Supplies** to be based at its Head Office.

Job Purpose

To plan, direct, coordinate and control the procurement of goods, works and services, contract management and stores functions of the ERB in accordance with the Public Procurement Act and related regulations in order to ensure timely, transparent, cost-effective and compliant procurement that supports the efficient functioning of the Institution.

Main Duties and Responsibilities

The main responsibilities for this role include:

- Direct the acquisition of goods, works and services in accordance with the Public Procurement Act No. 8 of 2020, its regulations and ERB procedures
- Develop, implement and monitor the institutional annual procurement plan to facilitate efficient procurements
- Provide secretariat services to the Procurement Committee in order to facilitate the conduct of business
- Provide technical advice to Management on procurement matters to ensure compliance with statutory provisions
- Oversee the preparation of solicitation documents and the invitation, opening and evaluation of bids/proposals
- Undertake contracts management, negotiate favourable terms and monitor supplier performance to ensure compliance with contractual obligations
- Maintain accurate procurement records in order to enhance accountability and facilitate audits

- Prepare periodic procurement reports for Management, the Board and the Zambia Public Procurement Authority (ZPPA)
- Review procurement procedures and recommend effective and efficient systems, including use of the electronic Government Procurement (e-GP) system
- Identify and manage procurement-related risks
- Prepare and manage the Unit's strategic and operational plans and budgets
- Provide leadership, supervision and development of procurement staff

Minimum Qualifications and Skills

- Full Grade 12 Certificate or equivalent with five (5) credits or better
- Bachelor's Degree in Purchasing and Supply, Procurement and Supply Chain Management or equivalent
- Full and valid membership of the Zambia Institute of Purchasing and Supply (ZIPS)
- A Master's Degree in a relevant field and/or Full Membership of CIPS (MCIPS)
- Verification of qualifications by ZAQA is required
- Minimum seven (7) years relevant experience in procurement and supply, with at least three (3) years at management level

Required Attributes

- Strong leadership and management skills
- Sound knowledge of the Public Procurement Act, regulations and procedures
- Contract negotiation and management skills
- High analytical and problem-solving ability, Computer literacy
- Strategic thinking and planning capability
- Excellent interpersonal and report writing skills
- High integrity and confidentiality

How to Apply

Applicants must complete the pre-application form available at this link: [ERB e-Job Application - Senior Manager Procurement and Supplies \(1\) – Fill out form](#) or by scanning the QR Code below:



- I. Applicants who meet ALL the minimum qualifications above will be invited to submit soft copies of application letters, current Curriculum Vitae (with minimum three (3) professional referees, in PDF version) and ZAQA verified copies of Grade 12 School Certificate, Academic and relevant professional qualification certificates to managementjobs@erb.org.zm. No hard copies will be considered.

2. Application deadline is **Monday, 5th October 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.