

VACANCY ANNOUNCEMENT

Job Title	:	Manager Procurement and Supplies
Vacancy	:	1
Location	:	Lusaka
ERB Grade	:	ERB 4
Reports to	:	Director General

The Company

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 service at an equitable price while ensuring a reasonable rate of return to the energy utilities.

JOB OFFER

The ERB now seeks to recruit a suitably qualified and experienced **Zambian** to fill the position of **Manager Procurement and Supplies**

Job Purpose

To control, co-ordinate and manage the procurement and supply unit in an efficient manner in order to meet the goods and services needs of ERB with strict adherence to applicable public procurement laws and regulations.

Main Duties and Responsibilities

- a) Ensures timely preparation and submission of the annual procurement plan to ZPPA
- b) Supervises efficiently procurement of goods, services and works in order to ensure their timely availability and facilitate smooth operations of the institution
- c) Manages effectively the tendering process of goods, services and works in accordance with the public procurement statutory requirements
- d) Ensures effectively preparation and clearance of contract documents with relevant authorities before signing by the parties, follow up execution through contract managers
- e) Undertakes effectively the provision of technical support to management, procurement and supplies staff and regional offices through provision of advice and guidance on tendering requirements based on statutory requirements, training and capacity building
- f) Ensures effectively the maintenance of up-to-date procurement and supplies records in order to facilitate the storage and retrieval of information
- h) Ensures timely the preparation of procurement and supplies reports in order to meet statutory requirements and facilitate decision making

- g) Manages timely implementation of performance management systems in order to monitor and evaluate performance of the unit
- h) Provides secretarial services to the Procurement Committee, circulates procurement documents in time for deliberations and implements decisions of the Procurement Committee, monitoring of progress to provide timely and accurate feedback to the Management and Procurement Committee.

Personal Attributes and Skills

- High personal integrity and strict adherence to ethical attributes.
- Able to handle confidential matters
- High levels of planning and Organization skills
- Good interpersonal, negotiation and communication skills
- Highly computer literate, able to write and present reports.
- Keen attention to detail and an aptitude for problem solving.

Minimum Qualifications and Experience

- Grade 12 School Certificate or equivalent
- Bachelor Science in Procurement and supplies or Chartered Institute Purchasing and Supplies (CIPS) Level Six qualification or its equivalent
- Master of Business Administration is an added advantage
- Minimum Eight (8) years' work experience in a reputable institution
- Minimum of three (3) years' experience at management level in a public institution
- Membership of the Zambia Institute of Purchasing and Supplies

How to Apply

Applicants must submit soft copies of application letter, current Curriculum Vitae (with minimum two (2) professional referees,) in **word version** and **certified photocopies** of Grade 12 School Certificate, Degree or Professional Certificate, professional membership certificate and other relevant professional qualifications to jobs@erb.org.zm ; No hard copies will be considered.

The email must state in the subject line: **APPLICATION FOR EMPLOYMENT AS MANAGER PROCUREMENT AND SUPPLIES** , must be submitted not later than **Thursday, 31st October 2024**. The applications must be addressed to:

**The Director General
Energy Regulation Board
Plot No. 9330, Danny Pule Road
P.O. Box 3763 I
LUSAKA**

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.