

ZCCM-IH PLC

JOB DESCRIPTION

2.6.1 IDENTIFICATION SECTION

JOB TITLE : Assistant Procurement Officer
JOB GRADE : ZH5
DEPARTMENT : Procurement

2.6.2 JOB PURPOSE:

To assist in performing procurement functions on behalf of ZCCM-IH in line with the Company's Objectives derived from the Company's periodical Strategic Plan (SP) in compliance with the Public Procurement Act (PPA) No. 8 of 2020 and its Regulations of 2011.

2.6.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
To achieve operational and financial excellence	
Planning	Assist in the execution and updating of the annual approved procurement plan (PP) by constantly engaging End Users on initiating the process and update of the e-GP procurement activities.
Bidding process	Ensures that the submitted purchase requisitions (PR) as assigned by the PO is captured in the approved PP; As assigned by PO in line with the PP, to ensure the submission is recorded for future audit trails As assigned by the PO in line with the PP, Reviews Terms of Reference, specifications, Bill of Quantities and scope of works as submitted by End-Users; As assigned by the PO in line with the PP, Prepares and subject for approval an invitation for bids/Expression of interests (EOI) in view of uploading it on the Zambia Public Procurement Authority's (ZPPA) Electronic Government Platform (e-GP) or for placement in daily national widely read newspapers through the Company Secretary Department (CSD);

	<p>As assigned by the PO in line with the PP, Prepares Solicitation documents (Requests for Proposals [RFP] for review to ensure the evaluation criteria and scope of work/specifications and Terms of Reference are well captured;</p> <p>As assigned by the PO in line with the PP, subsequently uploads on the e-Gp for Consultants, Contractors/Suppliers) to submit bids;</p> <p>As assigned by the PO in line with the PP, engages and mediates between User Department and external business partners involved in the bidding process whenever a clarification is sought by them.</p> <p>As assigned by the PO in line with the PP, ensures responses are obtained from End Users according and as a link, the information is disseminated in writing as an addendum to the running tender by posting same on the e-GP or submitted for publishing in the daily National widely read Newspapers where the tender is conducted manually.</p> <p>As assigned by the PO in line with the PP, keeps record of bid opening dates to ensure the e-Gp opening record is uploaded or the opening bid opening check list is ready for the bid opening event as information to be captured in the procurement paper.</p>
Site Visits	<p>As assigned by the PO in line with the PP, keeps record of the site visits to ensure the coordination and collaboration with both the End User and Bidders achieves the intended purpose;</p> <p>As assigned by the PO in line with the PP, leads and coordinates all planned site visits to be undertaken in the company for both internal and external stakeholders to ensure there is value addition to the bidding process;</p> <p>As assigned by the PO in line with the PP, ensures all observations/clarifications made during the site visit are captured and a bid Addendum issued accordingly.</p>
Evaluation Process	<p>As assigned by the PO in line with the PP, develops a template with a criteria already disclosed in the solicitation document to ensure an objective evaluation of bids and proposals;</p> <p>As assigned by the PO in line with the PP, recommends for review and approval an Evaluation Committee (EC);</p> <p>Guides the Evaluation Team during evaluations to ensure consistency and objectiveness;</p> <p>As assigned by the PO in line with the PP, arranges and participates in the evaluation of bids/quotations and proposals;</p> <p>As assigned by the PO in line with the PP, prepares Evaluation Reports (Procurement Papers) for subsequent approval by relevant authorities.</p>

Negotiation process	Participates in the planned negotiations by engaging both the End User and the recommended bidder for contract award; Participates in contract negotiations with contractors, suppliers and consultants based on the disclosed bidding document and the submitted bid/proposal.
Notice of Best Evaluated bidder	Submits for further review a draft a “Notice of the Best Evaluated Bidder” to PO for approval and have it posted on the e-GP of published in the daily National widely read Newspapers for 10 working days in order to get any feedback from others that participated in the same tender.
Contract process	Following approval of the recommended process and the elapse of 10 days, the Assistant PO shall prepare a Local Purchase Order (LPO), Notification of Contract Award, submit for signature and ensure it is transmitted to the lowest competitive most responsive bidder. Later the Assistant PO shall prepares draft contracts and addenda for the provision of works, services and supply of items to ensure agreements are authorised accordingly.
Compliance	Ensure all procurement process adhere to the Public Procurement Act (PPA) No, 8 of 2020 and it’s Regulations of 2011. Prepare and submit draft international contracts to the ZCCM-IH Legal Directorate in view of obtaining Attorney General’s (AG) approval/clearance
Record Management	Filing of all documents submitted, prepared and approved during the procurement process cycle.
Certification of payments	Secure and review submitted advance payment guarantee to ensure it is in accordance with the standard form provided in the BD and submit to Finance Department through PO; Secure and review submitted performance to ensure it is in accordance with the standard form provided in the BD and submit to Finance Department through PO; Receipt, Review and approval of payment certificates in accordance with the approved terms and conditions of the contract in line with the set-out contract deliverables according to the approved budget line and submit to PO.
Communication	Ensure all stakeholders are kept abreast on all developments of the procurement process to enhance smooth networking both internally and externally ensuring the system is kept operational to meet stakeholder and shareholder expectations.
Capacity Building	Provides capacity building for ZCCM-IH staff on public procurement procedures;

2.6.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Procurement Officer

- b) **Other Jobs Reporting to (4a) above:**
03 (2 Assistant Procurement Officers and 1 Procurement Clerk)
- c) **Number and level of immediate subordinates:**
ZH6 - 1

2.6.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) **Professional Qualification:**
Grade 12 certificate
Bachelor's degree or professional qualification with a valid Professional membership
- b) **Minimum Relevant Pre-Job Experience:**
2 years' experience in a similar position with exposure in public procurement.
- c) **Skill Specifications:**
 - Planning skills
 - Analytical and evaluation skills
 - Negotiation skills
 - Communication skills
 - Computer skills
 - Report writing skills
 - Contract management skills
 - Driving skills
 - Interpersonal skills
 - Knowledge of the Public Procurement Act No. 8 of 2020 and its Regulations of 2011.
- d) **Other Attributes (Personality Traits)**
 - Quality Oriented
 - Price conscious
 - Integrity
 - Collaborative
 - Thorough

Job Holder's Name: _____

Job Holder's Signature: _____

Supervisor's Signature: _____

Date of Issue: _____