

ZCCM-IH PLC

JOB DESCRIPTION

2.4.1 IDENTIFICATION SECTION

JOB TITLE	:	Procurement Manager
JOB GRADE	:	ZH3
DEPARTMENT	:	CEO

2.4.2 JOB PURPOSE:

To develop the Procurement strategy, plan, coordinate and manage all activities involved in budgeting, sourcing, procurement, conversion and logistics management. Additionally, the role monitors compliance with the procurement policies and procedures, and the procurement laws and regulations to ensure the Company is protected from risks associated with non-compliance.

2.4.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

To achieve operational and financial excellence	
KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Planning	<ul style="list-style-type: none">Ensuring that Planning, coordinating and management of all activities involved in sourcing, procurement, conversion, and logistics management are done within approved budget;Further, ensure the yearly Procurement Plan (PP) is uploaded, published and updated on the ZPPA e-GP.
Liaison	Coordinates and collaborates with a range of Stakeholders internally and externally in order to add value to the bottom line while adhering to the enshrined Zambian laws
Solicitation	<ul style="list-style-type: none">Works closely with Project Managers to ensure their requests are submitted on time and deliveries are also submitted within the schedule;Review all purchase requisitions for completeness, for purpose of objectivity in obtaining what is fit for purpose;Reviews and guides the preparation of the procurement process including tendering, evaluation, procurement papers and negotiations.Ensures publication of data on public procurement opportunities, summary of evaluation results, contract awards and other information of public interest on the ZPPA e-GP/daily National papers, ZCCM-IH website, on notice Boards.Manage the bidding process, including pre-bid meetings, clarifications, receipt and opening of bids.Ensures a solicitation document states a method of subcontracting (domestic/nominated).Manage the evaluation of bids and any post qualification or negotiations.

	<ul style="list-style-type: none"> Responsible for providing prior authorisation of the procurement process in accordance with the relevant law and its Regulations.
Compliance	<ul style="list-style-type: none"> On behalf of the controlling Officer, Deputizes ZCCM-IH procurement operations in ensuring operational policies enshrined in the relevant Regulations and ZCCM-IH's are complied with. Ensures that the appointed Evaluation Committee (EC) is approved by the Controlling Officer. Represent ZCCM-IH in a positive and professional manner to contribute to the creation of a positive image and overall credibility of the organization, Ensures adherence to laid down procedures of the public procurement law and its procedures to avoid litigation while protecting shareholder's interests. Comply and submit monthly and quarterly reports to ZPPA. Ensure all open tender contracts are subjected to the relevant Authority's for Responsible to ensure that all allegations of breaches of the Code of Conduct by staff reporting is made in accordance with the ZCCM-IH disciplinary code of conduct.
Risk management	<ul style="list-style-type: none"> Be abreast with the changes in the law. Review & secure payment guarantee Ensure payment certificates speak to signed contract deliverables. Monitor compliance with the relevant procurement laws and regulations in order to reduce exposure to risks associated with noncompliance.
Research & Development	<p>Conduct market research involving assessment of the options for meeting ZCCM-IH's objective need.</p> <p>Research & analyses on matters that will add value to all areas of Procurement.</p>
Procurement Committee Meetings	<ul style="list-style-type: none"> Plan, coordinate and prepare for procurement committee (PC) meetings for all procurements above CEO's threshold. Record proceedings of the ZCCM-IH Procurement Committee (PC) meetings. Finalise and submits signed ZCCM-IH PC minutes to the Authority (ZPPA)
Budget control/Contract	<ul style="list-style-type: none"> Facilitate contract approval within approved budget. Enhance and uphold transparency, economy, efficiency and maximum competition to ensure value for money in the use of public funds. Ensures contract recommendations for all standard goods, works and services are in accordance with the laws quarterly market price index. Guides and assist users on Contract Management.

Capacity Building	<ul style="list-style-type: none"> • Provide input to, and deliver, where applicable, training for ZCCM-IH internal staff to increase their responsibilities in order to build capacity and ensure sustainability of ZCCM-IH programs. • Develops a competent and committed team of professional and operational purchasing and supply staff. • Provides oversight, ensuring compliance by team members with existing laws, policies and best practices. • Facilitates the engagement and provision of high-quality results and services of the team supervised through effective work planning, performance management, coaching, and promotion of learning and development. • Establishes and creates a culture, which will ensure the delivery of a professional and fit for purpose procurement.
Record Keeping	<ul style="list-style-type: none"> • Reviews files and operations periodic reports to ensure accuracy and timely submission to ZCCM-IH management team. • Initiate and maintain records of all correspondences between ZCCM-IH and Stakeholders. • Guides and maintains a filing system for easy access and retrieval.

2.4.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Chief Executive Officer (CEO)
- b) **Other Jobs Reporting to (4a) above:**
- i. Chief Technical Officer (CTO) – ZH2
 - ii. Chief Investments Officer (CIO) – ZH2
 - iii. Chief Finance Officer (CFO) – ZH2
 - iv. Chief Corporate Service Officer/Company Secretary (CCSO/CS) – ZH2
 - v. Chief Risk & Internal Audit Officer (CRIAO) – ZH2
 - vi. Chief Legal Officer (CLO) – ZH2
 - vii. Corporate Affairs Manager (CAM) – ZH3; and
 - viii. Chief Human Resource Manager & Administration Officer (CHRM&O) – ZH2.
- c) **Number and level of immediate subordinates:**
02 - Procurement Officer – ZH4
01 – Assistant Procurement Officer – ZH5
01 – Procurement Clerk – ZH6

2.4.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) **Professional Qualification:**
Grade 12 Certificate
Bachelor’s degree in Procurement / Supply Chain Management / Logistics or related field.
A master’s degree is an added advantage
Professional qualification
Professional membership
- b) **Minimum Relevant Pre-Job Experience:**
7 years’ work experience in a similar position in a busy and complex work environment.

c) Skill Specifications:

- Strong administrative and organizational skills.
- Experience with process mapping, supply chain processes including planning, budget control and procurement management.
- Strong analytical ability.
- Strong managing of multiple projects simultaneously.
- Interpersonal skills.
- Attention to detail and ability to drive results.

d) Other Attributes (Personality Traits)

- Ethical
 - Self motivated
 - Result Oriented
 - Quality driven
 - Cost conscious
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