



ZAMBIA GOLD COMPANY LIMITED

JOB ADVERTISEMENT

Zambia Gold Company Limited (Zambia Gold) was incorporated on 10 January 2020. Zambia Gold (the 'Company') is co-owned by ZCCM Investments Holdings Plc with a 51% stake and the Ministry of Finance owning the remaining 49% stake. Zambia Gold is mandated to lead the development of the gold sector in Zambia by undertaking commercial activities for the benefit of all stakeholders.

The Company invites applications from suitably qualified and experienced individuals who are innovative, energetic and performance driven to fill the following temporal position:

Procurement Officer X 1

Location : Lusaka
Department : Procurement
Report to : Project Manager
Duration : 6 months

1. Job Purpose

To effectively assist in undertaking and managing procurement of goods/services/works in order to ensure their timely provision; undertake contract management; ensure smooth operations; and compliance with the Public Procurement Act, 2008 and its Regulations.

2. Duties

- i. Assist to develop and implement the procurement plan to ensure all requirements for all user departments/directorates are captured in a timely and holistic manner.
- ii. To provide support towards Continuously training (on the job) implementers in the preparation of terms of reference, specifications and proactive follow-up of these inputs in the bidding processes;
- iii. Prepare bidding documents based on acceptable bidding standards;
- iv. Ensure all prior review requirements such as obtaining of the No Objections from ZPPA are compiled within a timely manner;
- v. Ensure that all the due tendering processes are adhered to: sufficient publications, strict adherence to deadlines, transparency in communications with bidders, publication of bid results, etc.;

- vi. Ensure acceptable record keeping in procurement with at least a complete procurement file for each procurement from start to contract finalisation.
- vii. Maintain all procurement records in a form appropriate for regular auditing and spot checks by relevant checkers;
- viii. Assist in the contracting process, including ensuring that Evaluation Committees have people with appropriate expertise;
- ix. Assist to monitor implementation of contracts: progress report status on weekly and monthly basis; and intervene to address problem upon request by the Project Manager;
- x. Ensure that goods and services financed have been procured in accordance with the Zambia Public Procurement Act;
- xi. Prepare quarterly reports of progress with implementation of the Procurement Plan, and regularly inform the Project Manager of challenges and make proposals to overcome bottlenecks;
- xii. Ensure that all procured goods are receipted and maintained using the approved stores documentation.

3. Qualifications and experience

- i. Full Grade 12 Certificate / 5 'O' Levels.
- ii. Graduate Diploma in Purchasing and Supply (CIPS) Level or Degree in Purchasing and Supply.
- iii. Four years' experience in a high demanding busy industry.
- iv. Member of the Zambia Institute of Purchasing and Supply (ZIPS)
- v. Communication Skills:
- vi. Written Skills - Able to write comprehensive reports
- vii. Oral Skills - Able to communicate effectively in English
- viii. Other Skills/Attributes - Computer literate, effective negotiation skills

Zambia Gold Company Limited provides equal employment opportunities to all Zambians on merit without discrimination on the basis of age, gender, colour, tribe, disability, or religion.

Interested, suitably qualified and experienced persons should send their application together with certified copies of Academic and Professional certificates; a detailed Curriculum Vitae with traceable references and copy of the NRC should reach the undersigned not later than **Wednesday, 17th February, 2021.**

Only shortlisted candidates will be contacted.

**Head - Human Resources and Administration
Zambia Gold Company Limited
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LUSAKA**

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