



JOB TITLE : Procurement Officer
JOB GRADE : KRL03
DEPARTMENT: Administration

JOB PURPOSE

The Procurement Officer Shall be responsible for developing Procurement Strategies that are cost effective and efficient based on Public Procurement Act and its regulations. Responsible for the preparation, updating and manages the implementation of the KRL Annual Procurement Plan in accordance with the approved KRL budget.

The Procurement Officer will lead the procurement function and oversees all aspects of procurement, negotiations, strategy and process implementation for procurement related to goods, works and services

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Annual Procurement plans	Prepares, updates and ensures implementation of the Annual Procurement Plan to meet the requirements of approved subprojects within KRL based on the approved budget of KRL.
Procurement process implementation	Records, receives and reviews all Procurement Requisitions, Terms of Reference, Scope of Works and specifications and advice end users on delivery schedules for goods and services to be procured. Ensures that all requisitions submitted are in line with the ZPPA guidelines.
Bidding Process Development	Develops criteria for the evaluation of bids/RFP that ensures the objective and consistent evaluation of bids so that the best supplier/contractor/consultant is selected. Leads in all pre-bid meetings and site visits. Prepare minutes for all pre bid and site visit meetings

Evaluations Committee	Receives bids/RFP, arranges for bid opening and constitutes Evaluation Committees for approval by the CEO. Guides evaluation meetings and prepares a Procurement Paper of the results of the evaluated bids to request a No objection for approval by the CEO or KRL Procurement Committee.
Procurement Committee	Provides secretarial duties to the METS procurement committee and prepares minutes of the bid opening, evaluation and procurement meetings held in order to have records of proceedings of the meetings held in accordance with the requirements of the Zambia Public Procurement Authority.
Negotiations with suppliers	Negotiates favorable contractual terms and conditions for METS with suppliers.
Contract Management	Prepares contract awards and manages orders /contracts in conjunction with appointed project managers and maintain a record of correspondence with clients. Provide debrief to all bidders. Ensure all contracts are in line with ZPPA guidelines and approved budget. Submit documents to Finance for payment of suppliers, contractors and consultants
Reporting	Prepares weekly, monthly and quarterly reports on procurement activity to management and maintains an updated record of all procurements.
Compliance	Develops, implements and maintains KRL Procurement Policies and reviews them on a regular basis to ensure relevance and conformance with best practices and ensure compliance with internal and regulatory policies. Prepares and submits any requests for no objection to ZPPA and/or Attorney General Prepares and submits all reports as required by the Public Procurement Act
Capacity building	Provides capacity building to Heads of Department/end users regarding applicable procurement policies and procedure
Public Procurement	Keep abreast of all develops in Public Procurement to ensure delivery of the highest ethical and efficient delivery of services to KRL.
Leadership	Provides leadership and direction to manage and develop resources that ensure delivery of business partner satisfaction and achievement of overall KRL business and financial objectives.

REPORTING RELATIONSHIPS

- a) **Reports to:**
Chief Executive Officer
- b) **Other Jobs Reporting to (a) above**
Accountant
Finance Manager/Company secretary
Commercial Officer
Human Resource Officer
- c) **Number and level of immediate subordinates:**
None

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) **Professional Qualifications :**
- Grade 12 Certificate with 5 O Levels
 - Bachelors of Purchasing and Supply, MCIPS or equivalent
 - Membership with Zambia Institute of Purchasing and Supply/CIPS
 - Must possess a clean drivers' license.
- c) **Minimum Relevant Pre-Job Experience:**
- 3 years' experience in a similar position
- c) **Skill Specifications:**
- Leadership and management skills
 - Ability to communicate effectively with all staff.
 - Office management and organizational skills
 - Good report writing skills.
 - Computer literate
 - Able to use the Zambia Public Procurement Authority (ZPPA) e-gp system
 - Negotiation skills
- d) **Other Attributes (Personality Traits)**
- Attentiveness
 - Confidentiality
 - Methodological