



VACANCY ANNOUNCEMENT

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is a body corporate established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005.

TEVETA was established to regulate, monitor and co-ordinate Technical Education, Vocational and Entrepreneurship Training in consultation with industry, employers, workers and other stakeholders. TEVETA wishes to recruit a qualified and experienced Zambian for the following position.

PROCUREMENT SPECIALIST

1 JOB PURPOSE

To provide a comprehensive procurement service to TEVETA ensuring compliance with all relevant legislation

2 DUTIES AND RESPONSIBILITIES

These will include:

- a) Providing a coordinated and cost-effective procurement service throughout the Authority.
- b) Developing and implementing a procurement plan, frameworks and procedures to move the plan forward in support of the authority's annual work plan and budget.
- c) Developing and implementing systems and procedures to support the procurement process and wider procurement operations, including regularly reviewing and updating the Authority's Contracts Code.
- d) Ensuring compliance with all relevant procurement legislation, Contracts Code, standing orders and financial regulations, and general standards of ethics and probity.

3 KNOWLEDGE AND SKILLS

Applicants should demonstrate:

3.1 Knowledge of:

- Zambia Public Procurement Act.
- Public procurement guidelines.
- Knowledge of PASTEL or other related accounting software is an added advantage.

3.2 Skills in:

- Oral and written communication.
- Effective procurement planning.
- Advanced use of Microsoft Word and Excel.

4 MINIMUM QUALIFICATIONS

Applicants should:

- Have a bachelor's degree in Purchasing and Supply.
- Be qualified to CIPS Graduate Diploma level.
- Have current practicing certificate from the Zambia Institute of Purchasing and Supply.

5 MINIMUM EXPERIENCE

Must have 3 years' post qualification experience in a public procurement environment.

Letters of application accompanied with a CV that addresses the above job requirements, and names of three traceable referees, should be addressed to:

The Director General
Technical Education, Vocational and Entrepreneurship Training Authority
(TEVETA)
Private Bag RW 16X
Bird Cage Walk, Longacres,
LUSAKA

Correspondence will only be conducted with short listed candidates. Should you not hear from us, please consider your application unsuccessful.

Closing Date for receiving applications is **30th October 2019**