



REPUBLIC OF ZAMBIA

MINISTRY OF NATIONAL DEVELOPMENT PLANNING

A CALL FOR APPLICATIONS TO FILL A VACANCY AT THE **INTERIM INTER-MINISTRIAL CLIMATE CHANGE SECRETARIAT** UNDER THE ZAMBIA STRENGTHENING CLIMATE RESILIENCE (PPCR PHASE II) PROJECT.

The Government of the Republic of Zambia received funds from the Strategic Climate Fund (SCF) to help improve the adaptive capacity of vulnerable communities in the Barotse and Kafue sub-basins under the Zambia Strengthening Climate Resilience (PPCR Phase II) Project. The project is being executed by the Interim Inter-Ministerial Climate Change (ICCS) under the Ministry of National Development Planning.

The Project is one of the Pilot Programme for Climate Resilience (PPCR), one of the global climate funds established under the multi-donor Climate Investment Fund (CIF) which aims to help countries follow a climate resilient development path, consistent with their poverty reduction and sustainable development objectives. The PPCR seeks to complement available adaptation financing by providing funds for programmatic approaches to integrate climate resilience into core development policies, plans and projects, thus catalyzing a transformational shift from “business as usual” (sector-by-sector and project-by-project) towards a more programmatic way of building the country’s climate resilient economy.

The overall development objective of the project is to strengthen institutional coordination at the national level and improve the adaptive capacity of vulnerable communities in the Project sub-basins.

The Ministry of National Development Planning now invites applications from suitably qualified candidates to fill the vacancy of Procurement Manager at the ICCS in Lusaka

1. KEY OBJECTIVE OF THE ASSIGNMENT

The Procurement Manager would be responsible for the procurement of goods, works and services under the direct executing responsibility of the Secretariat in accordance with the Government and World Bank procedures.

2. MAIN DUTIES OR ACCOUNTABILITIES

- Conduct effectively, an assessment of all procurement requirements under the Secretariat;

- Develop and maintain a database of credible suppliers;
- Ensure an efficient mechanism for preparing expressions of interest, and manage the related RFPs processes, including accompanying negotiations;
- Plan and facilitate negotiations associated with contractual engagements of individuals and firms;
- Ensure timely execution of all contracts;
- Prepare and implement procurement plans and tracking mechanisms;
- Responsible for day to day procurement activities of the Secretariat (in accordance with procurement plans and the respective Grant Agreements);
- Act as Liaison on procurement activities with Multi-lateral Development Banks (MDBs), partners and all relevant stakeholders;
- Develop, update and ensure implementation of the Procurement Manual;
- Provide procurement advisory services at all levels of project implementation; and
- Undertake any other duties as may be assigned by the Supervisor.

3. QUALIFICATIONS AND EXPERIENCE

- Minimum Bachelor's degree in a relevant discipline (such as, Procurement, Business Administration, Supply Chain Management, Economics and Finance);
- Professional qualification in a Procurement related field as recognized by Chartered Institute of Purchasing and Supply (CIPS);
- Must be a member of the Zambia Institute of Purchasing and Supply (ZIPS);
- Minimum of five (05) years working experience in Procurement and at least three (03) years' experience in donor funded projects;
- Direct experience in MDBs financed projects and relevant training in MDBs and UN procurement guidelines and procedures will be an added advantage;
- Good communication and writing skills; and
- Good computer literacy

4. DURATION OF THE ASSIGNMENT

The contract will be for a period of two years with six months probation.

5. METHOD OF APPLICATION:

Sealed application letters with current curriculum vitae (CV) and copies of academic/professional qualifications must reach the undersigned not later than Friday 31st March 2017.

The Permanent Secretary Monitoring and Evaluation and Development Co-operation
 Attn: The Director Human Resources and Administration
 Ministry of National Development Planning
 Former Ministry of Justice Building
 Fairley Road, Ridgeway
 P.O Box 30147
Lusaka

Alternatively send your application with all relevant information by email to: info@znccs.org.zm

The outer envelope must be clearly marked "Call for Applications on the Pilot Programme for Climate Resilience Phase II" – Procurement Manager.

Please note that only shortlisted candidates will be contacted.