



# NDOLA TRUST SCHOOL

(Ndola Trust School Limited)  
“Success through Hard Work”  
[www.ndolatrustschool.edu.zm](http://www.ndolatrustschool.edu.zm)



10<sup>th</sup> May, 2023.

## **JOB ADVERTISEMENT -PROCUREMENT OFFICER**

Ndola Trust School Limited is situated on Plot No. 578 Freedom Way, Kansenshi in Ndola. Freedom Way is a one-way drive which branches off Mukuni Road to join Kariba Road. The school has spacious, attractive surroundings which give it a welcoming environment conducive for learning.

Ndola Trust School Limited was owned and run by the Zambia Consolidated Copper Mines (ZCCM) from 1973 to 1999 when it was operated as a private/community school under the care of a Board of Governors.

In January 2015, the Government of the Republic of Zambia reviewed the status of the school to become a self-sustaining, state-owned enterprise.

The school is a multi-cultural institution that has no bias towards creed, race, denomination and ethnicity. Its enrolment has since inception grown from Primary to Secondary school, with the current enrolment sitting at 800 learners.

- Ndola Trust School Limited is an equal opportunity employer.
- We are hiring a Procurement Officer for engagement in June, 2023.

### **Key Duties and Responsibilities**

- Assesses market information, and contributes to preparing and implementing annual, quarterly, monthly and weekly plans for the procurement of goods, services, and works.
- Procures timely goods, services and works within established policies and procedures in order to meet end-user requirements.
- Records requisitions raised by departments and spending committees before processing them with Accounts Department.
- Collects quotations to facilitate the procurement process for school requirements.
- Prepares timely bidding documents in order to ensure transparency and ensure compliance with all procurement procedures.
- Participates in bid evaluations and provides secretariat services to the procurement committee in order to facilitate smooth conduct of meetings.
- Works with the holding company Procurement Officer where necessary to arrange tender opening meetings.
- Implements and contributes to the development of contract management plans, resolve issues, monitor performance and negotiate contract variations through maintenance of effective and positive supplier relationships to enhance business outcomes and ensures that contracts negotiated for are cost-efficient and of high quality.

- Prepares and submits weekly, monthly, quarterly and annual Procurement reports to Management.
- Files all procurement documents for audit reference.
- Provides advice, information and guidance on procurement related matters to staff across the Company to provide good governance and support good practice in procurement.
- Adheres to performance management procedures and guidelines and participates in objective setting and performance review processes, timely.

#### **Minimum Qualifications and Experience**

- Holder of full Grade 12 School Certificate.
- Diploma in Purchasing and Supply or equivalent with a minimum of three (3) years post qualifying experience with traceable record of performance **or** CIPS Level 5 with minimum of five (3) years' post qualifying experience in the Procurement and Supplies field in a reputable institution with traceable record of performance.
- Zambia Institute of Purchasing and Supply membership.

#### **Knowledge and Skills/Competencies**

- A good understanding of supply chain management
- Experience in competitive procurement of goods, works and services required (experience in administration of subcontracts and purchase orders strongly preferred)
- Strong partnerships with local and international suppliers and freight forwarders/clearing agents
- Computer literate
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Self-driven individual able to work under pressure
- Strong negotiation skills
- Interpersonal skills
- Ability to multitask, prioritise, and manage time efficiently
- Excellent organisation and communication skills
- Analytical mind
- Attention to detail
- Good financial understanding
- Project Management skills
- Able to manage risks
- Result-oriented

#### **Personality**

- Committed, team player, curious and eager to learn, pleasant personality, well organised, good sense of judgement, tactical and decisive and exhibits integrity in dealing with people.

Applications addressed to the “Head of School”, with the job title “Procurement Officer” indicated as the subject matter as well as including your curriculum vitae, academic and professional certificates should be sent to: [ndolatrustschool@gmail.com](mailto:ndolatrustschool@gmail.com)

The closing date for receiving applications is Friday 20<sup>th</sup> May, 2023 *no later than 17:00hrs.*  
*Applications received after that time will not be considered.*

*Kindly note that only shortlisted candidates will be contacted.*