

JOB OPPORTUNITY

ZAMGRIDCO - PROCUREMENT MANAGER

COMPANY OVERVIEW

The mission of ZamGridCo is to modernise and expand Zambia's national electricity distribution grid under the Grid Resilience Program. Established after a first-of-its-kind debt-for-development transaction between the Government of Zambia and the African Development Bank, ZamGridCo is a Zambian private company limited by guarantee with not-for-profit objectives. Headquartered in Lusaka, it is an independent, legally separate entity whose remit is to channel the resulting debt-conversion savings into distribution network investment and upgrades, in line with Zambia's Integrated Resource Plan, Integrated Distribution Plan, and wider national energy reforms.

Job Title:	Procurement Manager
Department:	Legal
Reports To:	Legal & Company Secretary
Employment Type:	Full-time, on Fixed Term Contract

ROLE SUMMARY

The Procurement Manager acts as a critical bridge between operational delivery and legal compliance. This position prioritizes integrity, transparency, and adherence to development partner and national procurement rules as applicable. The objective of the assignment is to support the Employer in all aspects of procurement, contract management, and project administration related to activities financed by external development partners and the government. Every purchasing decision is subject to scrutiny by funding bodies like AFDB or any funding development partner to ensure funds are used properly.

I. SCOPE OF WORK

The Procurement Manager will be a member of the Project Implementation Team and will be actively involved in all procurement and contract management activities undertaken by the Client for projects financed by external financiers and the government. Responsibilities include, but are not limited to:

- a. Assist in the preparation or updating of the Project Implementation/Procedures Manual, in line with the project appraisal report and loan agreement.

- b. Participate in all procurement and contract management activities as required by the Employer's project staff or consultants.
- c. Regularly update the Procurement Tracking System to monitor procurement progress.
- d. Maintain and revise the Project's Annual Procurement Plan.
- e. Manage and periodically update the registry of qualified suppliers and consultants based on project advertisements and expressions of interest.
- f. Prepare procurement documentation, including Bidding Documents, Terms of Reference, Advertisements, Requests for Proposals (RFPs), and Technical Specifications.
- g. Ensure timely publication of procurement notices and maintain corresponding records.
- h. Ensure proper and timely distribution of Bidding Documents and RFPs to bidders.
- i. Monitor and respond to bidder inquiries, ensuring all questions are addressed promptly and accurately.
- j. Organize and document pre-bid meetings.
- k. Ensure that all bidders receive pre-bid meeting minutes, clarifications, and addenda in a timely manner.
- l. Coordinate and document bid and proposal openings.
- m. Participate in the evaluation of Bids, Proposals, and Expressions of Interest (EOIs), and assist Evaluation Committees in drafting Evaluation Reports.
- n. Follow up on the submission of Bid Evaluation Reports to external financiers and maintain detailed records.
- o. Follow up on no-objection letters from external financiers.
- p. Assist in drafting contracts and ensure all procurement and contractual requirements are met prior to signing.
- q. Maintain organized records of signed contracts and ensure distribution to all relevant parties.
- r. Perform any other relevant tasks assigned by the Project Team or the Employer.

1. Core Responsibilities

- a. **Regulatory Compliance & Audit Readiness:** Ensure strict adherence to development partner regulations and Zambian laws as applicable. You manage the "paper trail" to prove fair competition and audit-proof spending
- b. **Procurement Alignment:** Align procurement activities with active Finance agreements, ensuring purchases fall within budget, allowable costs, and the correct reporting period.
- c. **Risk Management:** Oversee sub-recipient monitoring and manage competitive bidding for high-value contracts (works/services).
- d. **End-to-End Process Management:** Lead the cycle from requisition to contract negotiation, including issuing RFPs, evaluating bids, and managing logistics for program delivery.
- e. **Stakeholder Training:** Mentor program staff on procurement policies to prevent non-compliant spending in the field.

2. Role Expectations

- a. **Compliance (40%):** maintain the Procurement Manual and ensure every action meets the applicable thresholds and approvals, whether the financier's, Zambia's national procurement rules where those apply, or the Manual's own limits, applied according to the funding source of each contract
- b. **Operations (40%):** Lead high-value solicitations; manage the vendor evaluation committee; sign off on Purchase Orders
- c. **Reporting (20%):** Prepare audit-ready files; report on Key Performance Indicators (KPIs) to Management; manage the fixed asset register.

II. REPORTING OBLIGATIONS

The Procurement Manager will report directly to the Project Coordinator and collaborate with other entities involved in project implementation.

The Procurement Manager will support the preparation of:

- Quarterly and Annual Progress Reports, including:
 - a. A summary of procurement activities carried out during the reporting period.
 - b. A list of procurement support services provided.
 - c. An evaluation of key milestones and challenges encountered.
 - d. Any additional reports requested by the Project Coordinator.
- Accounting records are corrected in a timely manner following each audit.
- Archiving and compliance with all procurement-related documents.
- Conduct market surveys and prepare annual reports to assess the availability and capacity of local market providers to deliver the goods, works, or services required by the project.

III. QUALIFICATIONS

The Procurement Manager must meet the following minimum qualifications:

- a. A Bachelor's degree in Engineering, Economics, Business Administration, Public Administration, Law, or a related field from a recognized university. A Master's degree or relevant Procurement Certification will be an advantage.
- b. A minimum of eight (8) years of general professional experience; Experience in contract administration and public procurement, including demonstrated knowledge of FIDIC contracts, will be an advantage.
- c. At least five (5) years of experience in procurement for projects financed by the African Development Bank or other multilateral development banks (MDBs), multilateral or bilateral development agencies, or other international financing organizations.

IV. SKILLS AND COMPETENCIES

- a. For this particular assignment, English is required.
- b. Ability to be flexible, open-minded with integrity, client-oriented and results-oriented for achieving the project objectives.
- c. Effective consulting and advisory skills that enable Client to build their confidence and skills to deal with procurement issues. International experience will be a plus.
- d. Good networking skills and judgment are required while working within teams and when building professional relationships with procurement specialists working on other projects.
- e. Competence with standard MS Office software (Word, Excel, PowerPoint), preferably combined with knowledge and experience with ERP or e-procurement systems (such as SAP, Oracle or equivalent).

To apply: Submit CV and a short cover letter describing your experience managing conditional funding instruments (e.g., grants and service contracts) to humanresources@zamgridco.com. Please specify the role you're applying to in the subject line of your application email.

Only shortlisted candidates will be contacted.

This organization is an equal opportunity employer. We value diversity and are committed to expanding access to reliable, affordable electricity through innovative, commercially sustainable solutions.