

VVOB - Education for Development – Procurement Advisor

VVOB – *education for development* is an international non-profit organisation with over 40 years' experience in strengthening the quality of education systems in Africa, Asia and South America in close partnership with ministries of education and their institutions. We are looking for a Procurement Advisor who will operate from our office in Lusaka in Zambia.

Key Responsibilities:

- Lead and oversee the procurement agenda for VVOB Zambia, coordinating procurement needs from different departments and translating these into a feasible country procurement plan.
- Coordinate all procurement related matters based on this plan. Lead the procurement processes in line with donor and VVOB procurement policies and guidelines and ensure a qualitative and timely implementation and execution of all procurements.
- Ensure qualitative contract management, including framework agreements, ensuring procurement contracts are finalised in a correct way and follow up of existing contracts.
- Keep abreast with procurement laws and regulations and take the lead in continuous improvement, knowledge building and knowledge sharing on procurement within the team and procurement colleagues in Zambia and globally.
- Follow up and execute specific procurement processes, including preparing terms of references, examining, and evaluating tenders, drawing up award decisions and notification letters and supporting contract management including framework agreements.
- Ensure integrity, fairness, accuracy, and transparency in procurement processes through market research efforts. Identify and qualify potential suppliers (and products/services). Ensure that beneficial, ethical, and open supplier relationships are created and maintained.
- Master's degree in Purchasing and Supply, Finance/Business management/CIPS (6) or other relevant field or equivalent experience
- Registered practicing member with the Zambia Institute of Purchasing and Supply.
- All professional and Academic qualifications must be verified by ZAQA.
- Profound experience in operations, specifically in coordinating procurement preferably in an INGO
- Excellent computer skills in MS Office, Excel, Power point, Teams and other operations systems
- Understanding of donor requirements and experience of compliance is an asset
- Experience of effectively setting up and implementing framework agreements for goods and services
- Skilled in vendor selection, negotiation, contracting, performance monitoring and building ethical vendor

relationships.

- Experienced in training and mentoring operations teams and field staff, and in implementing, SOPs, and systems to strengthen procurement capacity across various project locations.
- Fluent in English
- A dynamic working environment in an international context.
- An exciting job in a growing organisation with varied responsibilities and opportunities for professional development.
- An opportunity to contribute to exciting, evidence-based projects aimed at ensuring the education sector in Zambia is strengthened, by bringing in innovative solutions for professional development of school leaders and teachers.
- A complete remuneration package, which includes a base salary and benefits.
- A national contract to 31.12.2026.