



# VVOB - Education for Development – Procurement Officer

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 Officer who will operate from our office in Lusaka in Zambia.

## **Key Responsibilities:**

- Process procurement requests.
- Preparation of framework agreement with vendors.
- Establish a relationship with preferred vendors/suppliers.
- Responsible for contract management of vendors/suppliers (ensuring contracts and supporting documents are properly stored and accessible for reference when needed).
- Prepare all CFQs.
- Act as the secretary of the procurement committee.
- Prepare all the Pos
- Review of all the asset listings.
- In charge of the vendor listing and management.
- Support with training in logistics for new staff.
- Minimum of a bachelor's degree.
- Experience in procurement/purchasing for a minimum of 3 years.
- Registered with Zambia Institute of Purchasing and Supply
- Strong negotiation skills and relationship building.
- An analytical mindset.
- Strong organizational and time management abilities.
- An excellent team player.
- Experience in a non-profit organization is a plus.
- Experience in the international development sector.
- Excellent computer skills in a full range of software, including MS office, such as TEAMS and Outlook, and

social tools.

- Excellent communication skills in English, including writing, conversing and presenting.
- Experience of working in a multicultural team.
- All professional and academic qualifications should be verified by ZAQA

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 with the possibility of extension subject to funding and performance.