



1. HEAD PROCUREMENT AND SUPPLIES UNIT

JOB TITLE	HEAD PROCUREMENT AND SUPPLIES UNIT
JOB GRADE	IBA 05
UNIT	PROCUREMENT AND SUPPLIES UNIT
REPORTS TO	DIRECTOR GENERAL (CHIEF EXECUTIVE OFFICER)

2. PURPOSE OF THE JOB:

Responsible for overseeing and managing the procurement activities within the Authority; ensuring efficient and cost-effective acquisition of goods and services in compliance with relevant available regulatory policies.

3. KEY RESPONSIBILITIES

No	Accountabilities	Key Areas	Result
1	Ensuring procurement policies and procedures for the Authority are implemented in strict adherence to the provisions outlined in the Public Procurement Act and Regulations	Procurement policies and Procedures	
2	Develop, implement, and periodically review the Procurement and Supplies Manual and other associated documents	Manual and Documents	
3	Overseeing the sourcing and timely procurement of Goods, Works, and Services in alignment with established procedures and guidelines to facilitate the seamless operation of the Authority.	Procurement Management	
4	Manage the preparation of Solicitation Documents, Evaluation Reports, Contracts, and other relevant procurement documents.	Procurement documentation	
5	Maintaining comprehensive and auditable records of all transactions within the Procurement and Supplies Unit, including complete procurement documentation submitted for payment.	Record Management	
6	Evaluating vendors/suppliers to ensure compliance with regulatory requirements for conducting business with the Authority.	Vendor Management	

No	Accountabilities	Key Result Areas
7	Ensure timely preparation, implementation and review of the Annual Procurement Plan in collaboration with end-users and its publication on the Electronic Government Procurement (e-GP) platform.	Procurement Planning
8	Render secretarial services to the Procurement Committee and subsequently submit the required documentation to the Zambia Public Procurement Authority (ZPPA).	Procurement Committee Records
9	Enhance the Authority's functioning by managing the distribution and supply of various office requirements and ensuring constant availability, safety and accountability.	Supply
10	Lead and facilitate the implementation of goals within the Procurement and Supplies Unit, optimize staff and operations within the Section to ensure achievement of its objectives.	Supervision
11	Provide guidance to the Director General or Authority regarding compliance with regulatory requirements.	Advisory
12	To oversee the administration of contracts in relation to compliance and fulfillment of contractual obligations	Contract Management
13	Develop departmental financial projections, annual budget, Monitor evaluate expenditure and implement necessary corrective measures.	Departmental Budget
14	Manage the compilation and submission of internal Procurement Reports to the Director General as well as regulatory procurement reports to the Zambia Public Procurement Authority (ZPPA) as may be required.	Reports
15	Manages the vendor management processes of the Authority, addressing and resolving issues between suppliers and end-user departments to enhance efficiency.	Vendor management
16	Formulate, periodically review, and maintain a unit risk register in accordance with the Risk policy.	Risk Management
17	Perform any other duties in line with Job purpose.	Any other function

4. REPORTING RELATIONSHIPS

a. Reports to:

Director General

b. Number and level of immediate subordinates

Two Procuring and Supplies Officers - IBA 07

5. KNOWLEDGE AND SKILLS REQUIREMENTS

Education and Professional Membership:

- i. Bachelor of Science Purchasing and Supply or Full Chartered Instituted of Purchasing and Supply Management.
- ii. 5 o' level credits or better
- iii. Member of the Zambia Institute of Purchasing and Supply.

Experience:

5 years in a similar role of which 3 should be at Senior Management level.

Responsibility/span of control/people management

This role holds the responsibility for overseeing all procurement activities of the Authority. It demands a high level of mental engagement, creative thinking, and abstract problem-solving. These qualities are guided by overarching institutional goals, principles, distant supervision and control.

Environment:

- (a) **Environmental Conditions:** Mostly office environment: minimal physical exertion very light work, mostly sedentary type of jobs.
- (b) **Occupational Hazards:** Job is performed in normal office environment where the degree of discomfort experienced is negligible. The job is performed in a safe environment with insignificant hazards but may face risk of injury from falling items.
- (c) **Physical Effort:** Physical effort associated with lifting stores.

Decision making

Freedom of action is considerable within broad policy guidelines except for a limited number of major decisions, which affect long term plans or results. Decisions or recommendations may have major impact on the results of a large function, department or units. The work involves making important contributions to formulation of corporate policies relating to a particular function and the preparation of programmes, plans and budgets within a function or department for a year. Little guidance is available.

Communication

Good spoken English to interact with superiors, Government officials from Zambia Public Procurement Authority on Procurement Issues, visitors, clients and other officials/workers. Should be able to prepare detailed business reports. Interact with a cross spectrum of employees such as Directors and departmental Managers/supervisors as well as other stakeholders

Work complexity-physical effort, mental effort

Job involves development of new effective monitoring and procurement system to avoid stock outs, fairly difficult calculations, making comparisons, selecting appropriate facts and techniques, estimation choosing method of approach of procurement and supply functions to meet requirements of the Authority. Calculations normally involve the application of advanced/mathematical formulae. Should procure from cheapest sources without compromising on quality.

Resource management-finance and material:

The value of financial resources generated or controlled by the job holder is extremely high. The exercise of control, operation or utilization or protection of financial resources has an extremely high impact on the financial position of the organization.

Consequence of error:

Ineffective management may lead to an inability to address cross-functional objectives, subsequently negatively impacting on the operations of the Authority and high potentially revenue loss.

Required competencies/Personal qualities

Highly developed leadership and management skills; Strategic/Business planning skills; Good working knowledge of computers and accounting packages; Knowledge of financial modelling, honest, trustworthy, respectful, flexible and ability to deal with the public in a positive, courteous and respectful manner. Must be methodical and able to work on own initiative; Ability to multitask.

Analytical/ Problem Solving

- (a) **Analytical/ Problem Solving:** The role requires a robust monitoring of procurement systems to prevent stock shortages and excess inventory or mis-procurement. It involves sourcing from cost-effective suppliers without compromising quality. The position demands substantial mental engagement, creative thinking, and abstract problem-solving, driven by predominant organization wide strategic orientation.
- (b) **Physical Skills:** Application of Computer Software to ensure effective and efficient management of purchasing and supply function. Must have Driving license
- (c) **Computational/ Numerical Skills:** Ability to use business mathematics to compile statistical monthly reports, evaluate/check figures related to pricing and monitoring stock consumption levels.

1. LICENSING OFFICER

TITLE OF POSITION:	LICENSING OFFICER
DEPARTMENT:	STANDARDS, LICENSING AND COMPLIANCE.
GRADE:	IBA 06
REPORTS TO:	MANAGER LICENSING AND COMPLIANCE

2. PURPOSE OF THE JOB:

To facilitate for the timely processing of applications by collating information; communicating with applicants for further information where required and maintaining the licensing database and record systems.

3. KEY RESPONSIBILITIES

No.	Accountabilities	Key Result Areas
1	Undertake broadcast needs assessment to help in decision making on areas to advertise frequencies.	Needs assessment
2	Receive and pre-screen new and renewal applications.	Pre-screening applications
3	Provide information to licensees, would be applicants and other stakeholders on licensing and renewal processes and requirements.	Inquiries
4	Collate information to prepare applications for consideration by the Board.	Application information
5	Manage Licensee information database including generation of various information as may be required.	Information Management
6	Evaluate renewal applications against established standards and make appropriate recommendations to management.	Evaluate Renewal applications
7	Undertake licensee relationship management activities to ensure amicable relations with licensees for effective regulation.	Relationship Management
8	Undertake research into trends in the sector and make recommendations to management.	Research
9	Acts promptly to escalate any risks identified in the Unit.	Risk management
10	Performs any other duties as delegated by superiors.	Any other function

4. REPORTING RELATIONSHIPS

a. Reports to:

a. Manager Licencing and Compliance

b. Other Jobs Reporting to (4a) above:

a. Inspectors

c. Number of level of subordinates

a. None

5. KNOWLEDGE AND SKILLS REQUIREMENTS

Education

i. Degree in Mass Communication, Journalism, Law, Business Administration, Marketing or any other equivalent.

Experience:

1 years post study relevant experience

Responsibility/span of control/people management

NIL

Environment:

(a) **Environmental Conditions:** Pleasant office conditions.

(b) **Occupational Hazards:** Exposed to road accidents during business trips

(c) **Physical Effort:** Minimal, as work is normally sedentary

Decision making

Exercises judgment and discretion in the issuance of Broadcasting Licenses in accordance with the provision of the Act. Skill in dealing courteously and tactfully with broadcasting houses.

Communication

Good communication and people skills as the role require interaction with all broadcasting houses and other stakeholders, including Government officials from Ministry of Information and Media, Competition and Consumer Protection Commission as well as International broadcast licensing bodies.

Work complexity-physical effort, mental effort

Should be able to prepare reports on performance under their direct control. The job has a highly enforcement of licensing and compliance policies and procedures for broadcasting houses which requires substantial mental effort associated with Policy formulation in accordance with legislative requirements and industry best practices.

Resource management-finance and material:

The value of financial resources generated, controlled or impacts upon by the jobholder is low or negligible. The exercise of the control, operation or over the utilization or protection, generation of financial resources has minimum impact on the authority's financial position.

Consequence of error:

Errors could result in high levels of risks leading to total loss of vital information and subsequent adverse effect on company operations. Clients' reaction is highly likely. Achievement of crucial medium-term goals and objectives could be threatened.

Required competencies/Personal attributes/Skills

Good working knowledge of computers, excellent analytical skills in order for the jobholder to assess and evaluate the potential impact on the company of unexpected contingencies. Sober habits, honesty, tolerance; Ability to work under pressure and use initiative.

- (a) **Analytical/ Problem Solving:** Well developed analytical skills with the ability to analyse relevant data to reach conclusions in support of recommendations for change at operational and/or strategic level.
- (b) **Physical Skills:** Ability to operate a wide range of computer equipment.
- (c) **Computational/ Numerical Skills:** Computer mathematics to carry out calculations using installed computer programmes, and/or formulating computations to solve specific operational problems.

1. PROCUREMENT AND SUPPLIES OFFICER

JOB TITLE	PROCUREMENT AND SUPPLIES OFFICER
JOB GRADE	IBA 07
UNIT	PROCUREMENT AND SUPPLIES UNIT
REPORTS TO	HEAD PROCUREMENT AND SUPPLIES

2. PURPOSE OF THE JOB:

Undertake efficient, cost-effective procurement of Goods, Services and Works to maintain a regular supply for executing the Authority's mandate and meeting its objectives.

3. KEY RESPONSIBILITIES

No	Accountabilities	Key Result Areas
1	Undertakes timely sourcing and procurement of Goods, service and Works, in alignment with established procedures and guidelines to facilitate the operation of the Authority.	Procurement
2	Consolidation of requirements with accompanying specifications for the procurement of Goods, Works, and Services in consultation with end-user departments; and liaising with end-users on matters relating to procurement procedures.	End-user Relationship
3	Effective preparation of bidding documents compatible with Electronic Government Procurement (e-GP) platform to promote transparency in tender procedures in conformity with laid down procedures and processes.	Bidding Documents
4	Administer bidding documents on the e-GP platform ensuring transparency and conformity with e-GP and the laid-down procedures.	Tendering
5	Design systems for safeguarding the properties and other resources of the Authority by maintaining a stores system and proper procurement procedures.	Safeguarding the properties
6	Preparation of draft contracts for review by the supervisor and the Legal department to ensure that the contracts adequately reflect the interests of the Authority.	Contracts

No	Accountabilities	Key Result Areas
7	Facilitates the timely provision of goods and services according to contractual agreements and agreed-upon delivery timelines; collaborates with the Stores to inspect goods, ensuring adherence to contracted specifications.	Expediting
8	Execute the vendor management processes of the Authority, addressing and resolving issues between suppliers and end-user departments to enhance efficiency.	Vendor management
9	Thoroughly and efficiently undertake the preparation of procurement reports for submission to the supervisor	Reporting
10	Acts promptly to escalate any risks identified in the Unit.	Risk Management
11	Perform any other duties as delegated by superiors	Any other function

4. REPORTING RELATIONSHIPS

a. Reports to:

Head- Procurement and Supplies

b. Other Job Reporting to (4a) above:

None

c. Number and level of immediate subordinates

None

5. KNOWLEDGE AND SKILLS REQUIREMENTS

Education and Professional Affiliation

- i. Bachelor of Science/ Arts in Purchasing and Supply Management Chain
- ii. 5 o' level credits or better
- iii. Member of the Zambia institute of Purchasing and supply.

Responsibility/span of control/people management

This role has no supervisory responsibilities.

Environment:

- (a) **Environmental Conditions:** Mostly office environment: minimal physical exertion very light work, mostly sedentary type of jobs.
- (b) **Occupational Hazards:** The job is conducted in a typical office setting where the level of discomfort experienced is minimal. The work environment is generally safe, with negligible hazards. However, there is a potential risk of injury due to falling objects.
- (c) **Physical Effort:** Physical effort associated with lifting stores.

Decision making

Operational autonomy is present within well-defined boundaries. Decisions made influence the unit's operations, but typically within a relatively short timeframe, spanning a few weeks or months. Decision-making is guided by established rules and procedures, while some level of judgment is required for their application. Regular guidance is provided by supervisors, particularly for non-routine aspects of the job.

Communication

Good spoken English to interact with superiors, Government officials from Zambia Public Procurement Authority on Procurement Issues, visitors, clients and other officials/workers. Should be able to prepare detailed business reports. Interact with a cross spectrum of employees such as Directors and departmental Managers/supervisors as well as other stakeholders.

Work complexity-physical effort, mental effort

Job involves implementing effective monitoring and procurement system to avoid stock outs, fairly difficult calculations, making comparisons, selecting appropriate facts and techniques, estimation choosing methods of approach of procurement and supply functions to meet requirements of the Authority. Calculations normally involve the application of advanced/mathematical formulae.

Resource management-finance and material:

The value of financial resources generated, controlled or impacts upon by the jobholder is low or negligible. The exercise of the control, operation or over the utilization or protection, generation of financial resources has minimum impact on the Authority's financial position.

Consequence of error

Error may result in disruption of the operations and/or delay of projects.

Required competencies/Personal qualities

Honest, trustworthy, respectful, flexible and ability to deal with the public in a positive, courteous and respectful manner. Must be methodical and able to work on own initiative; Ability to multitask.

Analytical/ Problem Solving

- (a) **Analytical/ Problem Solving:** the role requires procuring from the cost-effective source without compromising on quality; while ensuring maximum safety of personnel. Require high mental application, creativity and abstract thinking, which are normally guided.
- (b) **Physical Skills: Solving:** Analyses requisition notes, material return notes, tags and codes in performance of duties
- (c) **Computational/ Numerical Skills: Computational/ Numerical Skills:** Good arithmetic background to enable job holder understand quotations and discounts.