



## NATIONAL PROSECUTION AUTHORITY

### EMPLOYMENT OPPORTUNITY

#### EXTERNAL ADVERT

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#### BACKGROUND

The National Prosecution Authority (NPA) is an autonomous body established by the NPA Act No. 34 of 2010. Its mission is to “***provide prosecution services to contribute to a crime free Zambia***”. In its quest to improve service delivery, NPA is hereby inviting applications from suitably qualified members of staff to fill the following position:

**Assistant Purchasing and Supplies Officer:** Salary Scale NPA/06 - Two (02) positions

**Reports to:** Deputy Chief State Advocate

**Duty Station:** Mongu and Ndola

**Job Purpose:** To undertake the provision of storage, distribution and maintenance of procurement records in order to facilitate decision making.

#### Specific Duties

- a) Prepares procurement plans in order to facilitate timely procurement of goods, services and works.
- b) Maintains an up-to-date supplier register in order to establish a reliable supplier base.
- c) Procures goods, services and works in order to ensure their timely availability.
- d) Timely prepares bidding documents in order to facilitate Bid Invitations.
- e) Research potential vendors.
- f) Track orders and ensure timely delivery.
- g) Update internal databases with order details (dates, vendors, quantities, discounts).
- h) Conduct market research to identify pricing trends.
- i) Evaluate offers from vendors and negotiate better prices.
- j) Prepare cost analyses.
- k) Maintain updated records of invoices and contracts.
- l) Follow up with suppliers, as needed, to confirm or change orders.
- m) Liaise stores to ensure all products are delivered and stored in good condition.

#### Qualifications and Work Experience

- a) Full Form V or Grade 12 School Certificate
- b) Minimum Vocation\Professional Qualifications: Diploma in Purchasing and Supplies or equivalent
- c) Minimum relevant post qualification work experience is 3 years
- d) Member of the Zambia Institute of Purchasing & Supply

**Skills and Other Attributes**

- a) Must be computer literate
- b) Able to write comprehensive reports
- c) Able to communicate effectively in English
- d) Tact and diplomatic

**METHOD OF APPLICATION**

Applications accompanied with certified copies of Academic Certificates and Curriculum Vitae, should be directed to the Office of the Chief Administrator using the following address:

**The Chief Administrator  
National Prosecution Authority  
Plot BLX 29B, Independence Avenue  
P.O Box 33970, Ridgeway  
LUSAKA, ZAMBIA.**

The closing date for receiving application documents is **Monday, 27<sup>th</sup> February 2023.**

***NPA is an equal opportunity employer. Kindly note that only shortlisted candidates will be contacted for interviews.***