



NATIONAL PENSION SCHEME AUTHORITY

EMPLOYMENT OPPORTUNITIES

The National Pension Scheme Authority (NAPSA) wishes to fill the positions indicated below on short term contract basis. Interested applicants who meet the required competences are encouraged to apply.

The successful candidates will be expected to have demonstrable competencies relevant to the respective job.

1.0 Procurement Officer Operations - NC 05 (6 Months Contract): Head Office

1.1 Main Purpose of Job

The Procurement Officer, Operations coordinates the procurement of goods and services in a timely manner, and within terms favourable to NAPSA, and with consideration to the procurement laws and regulations. Additionally, the officer provides support to user departments/ directorates in the identification of user requirements, and keeps records on procurement goods and services and participates in the tender process for procurement of goods and services.

1.2 Key Responsibilities

- (a) Facilitate the timely development of user requirements for user departments to ensure goods and services purchases are fully captured in the Annual NAPSA Procurement Plan.
- (b) Participate in the development of the procurement budget through the provision of budget estimates of the identified user requirements under the goods and services purchases category.
- (c) Provide assistance to user departments, when required, in the preparation of specifications, to ensure that the requirements of the user departments are properly captured, and to enhance efficiency and effectiveness in the departmental procurement process.
- (d) Provide feedback on enhancements to the existing procurement policies and procedures to ensure compliance with the relevant procurement laws, and to improve on efficiency and effectiveness.

- (e) Participate in the development of the NAPSA procurement strategy through provision of input on the strategies that can enhance the efficiency and effectiveness in the procurement of goods and services purchases.
- (f) Coordinate the procurement of goods and services for NAPSA to ensure the Procurement Act, the NAPSA Procurement policies and procedures are observed, to enhance operational efficiency.
- (g) Train users on the procurement rules, policies and procedures to enhance compliance by the user department and consequently NAPSA as a whole.
- (h) Perform due diligence on the suppliers shortlisted, in addition to the system checks, to ensure that NAPSA contracts only with suppliers that are compliant as per the Procurement Act and the NAPSA policies , and that have the capacity to deliver.
- (i) Record and maintain the filing systems of all documents both in soft and hard copies i.e. contracts, copies of LPOs and quotations files in an orderly and efficient manner to ensure easy retrieval when required.
- (j) Participate in the tender process to carry out tender evaluation of low value purchases in line with the NAPSA procurement policies and procedures in order to select the most qualified suppliers to contract.
- (k) Monitor contracts for expiry and renewals especially for low value purchases that are still ongoing, to ensure NAPSA is protected against costs arising from unnecessarily prolonged contracts, and against lawsuits arising from non-compliance by NAPSA;
- (l) Review and approve invoices for payment to suppliers to ensure transparency in the payment of suppliers, in addition to enhanced relations between NAPSA and suppliers that enhances service excellence to NAPSA;
- (m) Coordinate the training and development of the Procurement Assistant in the Low Value Section to ensure availability of competencies critical for the delivery of timely and quality services.

1.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Bachelor of Science in Purchasing and Supply, Bachelor of Business Administration or equivalent
- Diploma in Purchasing and Supply for those with Degree in Business Administration or equivalent Diploma in Purchasing and Supply (CIPS-UK)
- Not less than three (3) years' experience in Procurement in an organisation of similar size.

2.0 Procurement Officer Capital Items - NC 05 (6 Months Contract): Head Office

2.1 Main Purpose of Job

The Procurement Officer, Capital Items coordinates the procurement of capital items purchases in a timely manner, and within terms favourable to NAPSA, and with consideration to the procurement laws and regulations. Additionally, the officer provides support to user departments/ directorates in the identification of user requirements, and keeps records on capital items purchases, and participates in the tender process for capital items goods and works.

2.2 Key Responsibilities

- (a) Facilitates the timely development of user requirements for user departments to ensure capital items procurements are fully captured in the Annual NAPSA Procurement Plan.
- (b) Participates in the development of the procurement budget through the provision of budget estimates of the identified user requirements under the capital items purchases category.
- (c) Provides assistance to user departments, when required, in the preparation of specifications, to ensure that the requirements of the user departments are properly captured, and to enhance efficiency and effectiveness in the departmental procurement process.
- (d) Provides feedback on enhancements to the existing procurement policies and procedures to ensure compliance with the relevant procurement laws, and to improve on efficiency and effectiveness.
- (e) Participates in the development of the NAPSA procurement strategy through provision of input on the strategies that can enhance the efficiency and effectiveness in the procurement of capital items purchases.
- (f) Coordinates the procurement of capital items purchases of medium value in nature for NAPSA to ensure the Procurement Act, the NAPSA Procurement policies and procedures are observed, to enhance operational efficiency.
- (g) Trains users on the procurement rules, policies and procedures to enhance compliance by the user department and consequently NAPSA as a whole.
- (h) Performs due diligence on the suppliers shortlisted, in addition to the system checks, to ensure that NAPSA contracts only with suppliers that are compliant as per the Procurement Act and the NAPSA policies, and that have the capacity to deliver.
- (i) Records and maintains the filing systems of all documents both in soft and hard copies i.e. contracts, copies of LPOs and quotations files in an orderly and efficient manner to ensure easy retrieval when required.

- (j) Participates in the tender process to carry out tender evaluation of capital items purchases in line with the NAPSA procurement policies and procedures in order to select the most qualified suppliers to contract.
- (k) Monitors contracts for expiry and renewals especially for capital items purchases that are still on-going, to ensure NAPSA is protected against costs arising from unnecessarily prolonged contracts, and against lawsuits arising from non-compliance by NAPSA.
- (l) Reviews and approves invoices for payment to suppliers to ensure transparency in the payment of suppliers, in addition to enhanced relations between NAPSA and suppliers that enhances service excellence to NAPSA.
- (m) Coordinates the training and development of the Purchasing Clerk in the Capital items section to ensure availability of competencies critical for the delivery of timely and quality services.

2.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Bachelor of Science in Purchasing and Supply, Bachelor of Business Administration or equivalent
- Diploma in Purchasing and Supply for those with Degree in Business Administration or equivalent Diploma in Purchasing and Supply (CIPS-UK)
- Not less than three (3) years' experience in Procurement in an organisation of similar size.

3.0 Procurement Assistant Contracts - NC 06 (6 Months Contract): Head Office

3.1 Main Purpose of Job

The Procurement Assistant - Contract provides clerical support in the procurement function. The Assistant ensures that contracts for the purchase of goods, works and services for NAPSA are signed in a timely manner and with consideration to the NAPSA legal and procurement policies and procedures.

3.2 Key Responsibilities

- (a) Assists in the preparation and revision of contracts for the purchase of goods and services for NAPSA in a timely manner and with consideration to the NAPSA legal and procurement policies and procedures, to ensure terms of purchase are well spelt out and understood by all the parties concerned in order to protect NAPSA from any risk.

- (b) Participates in the negotiations on the terms and conditions of service in liaison with the user and legal departments and the procurement manager, to ensure the contract terms are favourable to NAPSA.
- (c) Prepares notices for contract changes to create awareness and enhance compliance with contract terms for minimal risk exposure to NAPSA.
- (d) Monitors contract performance by both the contractor and NAPSA to ensure the terms of service are complied with by all parties concerned, in order to deliver value for money for NAPSA.
- (e) Prepares and communicates information to all parties concerned on all contract issues to ensure full awareness of all contract issues for enhanced efficiency in the delivery of service.
- (f) Monitors the compliance of NAPSA contractors with all relevant legal requirements, work specifications, and with any government regulations to ensure the contractor delivers as per specifications, and to protect NAPSA from risks associated with noncompliance with any law and regulation.
- (g) Keeps an audit file for each contract prepared to ensure availability of information for decision making purposes on contract administration.
- (h) Analyses proposals to NAPSA to determine contractor reliability in order to protect NAPSA from unfavourable contractual relationships.

3.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Diploma in Law or Business Administration or equivalent with an understanding of Procurement Law;
- Post Graduate Diploma in Purchasing and Supply – (CIPS – UK);
- Not less than one (1) year of experience in the provision of clerical support in the delivery of purchasing services in an organisation with similar size in operations.

TO APPLY

Your application letter should be accompanied by a CV and copies of relevant certificates and should also specify your contact address and telephone number(s).

Application letters should be addressed to:

Director Human Resources and Administration
National Pension Scheme Authority

Levy Business Park
Church Road
P.O. Box 51275
LUSAKA

The closing date of receipt of applications is, ***Friday 22nd May 2020.***

PLEASE NOTE THAT:

ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE AND ONLY APPLICANTS WHO MEET THE SPECIFICATIONS INDICATED ABOVE WILL BE ACKNOWLEDGED.

BE SMART, SECURE YOUR FUTURE