



**MULUNGUSHI UNIVERSITY**  
*Pursuing the frontiers of knowledge*

**JOB OPPORTUNITY**

**RE-ADEVERTISMENT**

The Council of Mulungushi University is inviting qualified and sufficiently motivated individuals to apply for the following positions in the University: -

**1.0 PURCHASING & SUPPLIES MANAGER**

**Job Purpose:** To manage all the procurements of the University, including maintenance and monitoring of procurement systems and procurement contracts in order to ensure compliance with the procurement rules and regulations as provided in the Zambia Public Procurement Authority (ZPPA) Act No. 8 of 2020, read together with Public Procurement Regulations of 2022.

**Qualifications**

- i. Grade 12 School Certificate with at least five Credits that must include English Language and Mathematics
- ii. An earned Bachelor's degree in Purchasing & Supply from a recognised university or CIPS Level 6
- iii. An earned Master's degree in Purchasing & Supply from a recognised university will be an added advantage
- iv. At least five years of post-qualification experience three of which must be in a managerial position
- v. Effective oral and written communication skills
- vi. Functional computer literacy
- vii. Knowledge of Government procurement system
- viii. Good negotiation skills
- ix. Emotionally stable, sober and able to work under pressure
- x. Leadership skills
- xi. A fully paid-up member of either the Chartered Institute of Purchasing and Supply or the Zambia Institute of Purchasing and Supply with a valid practicing license

**MODE OF APPLICATION**

Candidates meeting the stated requirements are required to submit their application letters, in **hard copy**, to which must be attached; An updated Curriculum Vitae. The Curriculum Vitae must provide full personal particulars including full name, date of birth, qualifications, employment history and experience, date of availability, mobile contact number, e-mail address, name and address of three traceable referees, two of whom should be professionally acquainted with the candidate and one character referee

The Registrar  
Mulungushi University  
P O Box 80415  
**KABWE**

Closing date for receipt of applications is **18<sup>th</sup> October, 2024**

***NB: Those who responded to the initial advertisement ought not to apply***

*26/9/24*