



EASTERN WATER AND SANITATION COMPANY LIMITED

EMPLOYMENT OPPORTUNITY

Eastern Water and Sanitation Company Limited was incorporated as a private company limited by shares, under the Companies Act (Cap 388 of the Laws of Zambia) on 12th May 2008. The Company's mission is to uplift the living standards of all our customers through the exceptional provision of safe, adequate and affordable and environmentally friendly water supply and sanitation services to the existing and potential clients in the urban and peri-urban areas of Eastern Province. In order to achieve its mandate Eastern Water and Sanitation Company is advertising for the position **Assistant Procurement Officer to be based at head office**

POSITION TITLE: ASSISTANT PROCUREMENT OFFICER (GRADE S5- REQUIRED NO. 1)

REPORTING TO: HEAD PROCUREMENT AND SUPPLIES

Purpose of the job

The Assistant Procurement Officer will assist the head of procurement procuring goods and services for EWSC in order to support smooth and efficient operations and service delivery in compliance with all relevant laws and guidelines.

Specific duties and Responsibilities:

- Liaises with user department in verifying specifications and sources of supply to ensure timely and compliant procurements.
- Assist head of Procurement to ensure that purchase orders are raised and to selected suppliers and makes follow ups with suppliers to collect goods or ensure timely delivery of the same.
- Assist head of Procurement to ensure that an up-to-date list of suppliers and contractors is maintained in conformity with company procedures and guidelines.
- Assist head of Procurement to prepare bidding documents for formal tenders and manages tender closing and opening.
- Assist head of Procurement to prepare evaluation reports and Low value papers for recommended and preferable suppliers/contractors.

- Coordinates contract awards to ensure competitive tendering and adherence to ZPPA Act and Procedures.
- Assist head of Procurement to prepare contracts for awarded suppliers, contractors and consultants, obtains necessary approvals and manages approved contracts.
- Assist in the preparation of the Annual Procurement Plan.
- Assist head of Procurement to ensure that all contract management documents are properly kept and archived as required.
- Assist head of Procurement to develop prompt strategic in support of company strategic objectives and goods
- Ensures that the submitted purchase requisitions (PR) are signed and approved.
- Coordinate preparation of tender committee meetings and any other meetings related to Procurement.
- Upload of the evaluation reports and low value reports on the e-Gp system.
- Familiar with the use of the e-Gp system.
- Adhere to compliance requirements and submit of all the required reports to Zambia Public Procurement Authority (ZPPA).

Qualifications:

- Full Grade 12 School Certificate with 5 ‘O’ levels including English & Mathematics
- Degree in Purchasing and Supply or CIPS Professional Diploma (Level 6).
- Paid up Member of Zambia Institute of Purchasing and Supply at (ZIPS).
- At least Three (3) years of hands-on work experience preferably in a public institution.
- Verified qualification with Zambia Qualifications Authority

Only those candidates who meet the above requirements should submit application letters and Curriculum Vitae (CVs) and day-time telephone numbers to:-

**The Human Resources and Administration Manager
Eastern Water and Sanitation Company Limited
PO Box 510464, Parerenyatwa Road
CHIPATA**

Applications should be submitted via the EWSC Job Portal: <https://jobs.ewsc.co.zm>

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Applications should reach EWSC Office not later than 27th March, 2026

Eastern Water and Sanitation Company Limited upholds the principle of equal employment opportunities to all without discrimination on the basis of gender.