

Exciting Career Opportunities

Procurement Manager

Reporting to: Chief Financial Officer

Business Unit: Finance

Location: Lusaka

Job Purpose

To source suppliers and develop and implement third party supplier agreements. The role also requires active management of procurement risk and compliance to the bank's policies and procedures.

Key Outputs & Responsibilities

1. Supplier / third party sourcing (pre contract)

- Develop and execute RFI and RFP processes
- Translate contract into operational activities for business execution

2. Contractual management in line with third party supplier agreements (post contract)

- Ensure in-country teams perform annual reviews of the Preferred Supplier List to ensure the supplier base complies with the bank's screening and other risk management requirements

3. Achievement of financial procurement targets

- Achieve annual cost reduction targets as set by Chief Financial Officer and relevant business units

4. Innovation and enhanced efficiencies

- Periodically review the current supplier base in order to identify and establish improved contracting opportunities

- Conduct relevant market research to identify market trends, latest technologies and procurement best practice.

5. Risk and Compliance Management

- Ensure continual management of third party supplier risk (e.g. ensuring the bank does not deal with suppliers that could damage the bank's reputation)
- Ensure ongoing compliance with internal policies and procedures
- Stay abreast of upcoming regulatory changes to be able to minimize the impact thereof
- Ensure prompt remediation of risk, internal audit and external audit findings

6. Achievement Stakeholder relationship management

7. Team leadership, management and mentoring

- Promote a co-operative climate in working with others to achieve shared goals

Education Requirements

- Grade 12 School Certificate with 5 credits, English and Mathematics inclusive.
- Degree in Purchasing & Supply or similar field; relevant post-graduate qualification in related field (advantageous)

Experience, Skills & Knowledge

- 6+ years' sourcing experience, including 3+ years' team management experience, in similar role and relevant industry
- Proficiency in MS Office Word (word, excel, power point and outlook)

Interested Applicants who meet the job requirements should email their CV's to e-mail address jobs-zm@bancabc.com. Please note that only shortlisted candidates will be contacted. Clearly state the position you are applying for as the subject. Closing date: Monday, 25th November, 2019

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