



<b>Role Title:</b>	<b>Procurement Specialist</b>
<b>Location:</b>	Ndola, Zambia.
<b>Line Manager:</b>	Head of Operations
<b>Salary:</b>	Competitive

### **About Promoting Equality in African Schools (PEAS)**

PEAS is transforming education across sub-Saharan Africa. We support over 225,000 young people each year in marginalised communities across Uganda, Zambia, and Ghana, helping them succeed from their first day in school through to secondary graduation. We believe every young person should have access to quality education that equips them with the knowledge and skills to lead fulfilling, successful lives after school. PEAS operates one of the largest school networks in sub-Saharan Africa, with a strong focus on secondary education. Over 20,000 students attend our 38 schools annually. Beyond our own schools, we apply over 16 years of practical experience to support and improve education in more than 300 partner schools, extending our reach to 225,000+ learners every year. Our award-winning programmes are designed and delivered by Africans for Africans. Evidence shows that our students, many from the vulnerable households, make faster learning progress, while our girls grow in confidence and are better prepared for life after school.

### **Role Summary**

The Procurement Specialist will be responsible for overseeing, managing, and continuously improving the procurement function at PEAS Zambia. This role will ensure that all procurement activities are conducted in a transparent, competitive, and cost-effective manner and aligned with both internal policies and national regulations. The role will play a key part in strengthening procurement capacity and systems across the organisation.

### **Key Responsibilities**

#### **1. Strategic Procurement Planning**

- Lead the development and periodic review of the annual procurement plan in collaboration with program and operations teams, ensuring alignment with organizational priorities and budgets.
- Provide strategic advice on procurement timelines, cost estimates, and market dynamics to enable proactive planning and risk mitigation.
- Monitor the implementation of procurement plans and provide regular updates to management on progress, delays, and risks.

- Support strategic sourcing and supplier relationship management, ensuring PEAS builds long-term, value driven partnerships with suppliers rather than focusing on transactional procurement.

## **2. Procurement Process Oversight and Execution**

- Manage the end-to-end procurement cycle for high-value or complex procurements, ensuring compliance, transparency, and value for money.
- Ensure appropriate procurement methods (open tender, restricted tender, single source, etc.) are used based on thresholds and risk assessments.
- Prepare and/or review tender documentation, including specifications, evaluation criteria, and bid documents in collaboration with user departments.

## **3. Procurement Governance and Compliance**

- Ensure procurement activities adhere to PEAS Zambia policies, Zambian procurement laws, and applicable donor regulations.
- Maintain a procurement audit trail, with complete and accurate documentation for all stages of the procurement process.
- Lead the response to procurement audit queries and implement corrective actions for any non-compliance identified in internal or external audits.
- Lead monthly/quarterly procurement KPI tracking and reporting to management, supporting stronger governance and oversight.

## **4. Vendor and Contract Management**

- Oversee supplier prequalification, selection, and performance evaluation processes, ensuring a robust and reliable vendor base.
- Manage procurement contracts, ensuring timely delivery, adherence to contract terms, and resolution of disputes or performance issues.
- Negotiate contractual terms with vendors in consultation with legal and finance teams to protect the organization's interests.

## **5. Procurement Committee Coordination**

- Serve as technical advisor to the Procurement Committee, ensuring its decisions are informed by best practice, evidence, and policy.
- Facilitate Committee meetings, ensuring timely presentation of procurement cases, proper documentation of deliberations, and adherence to thresholds and approval protocols.
- Build capacity of Committee members through periodic training on procurement principles, ethics, and compliance.

## **6. Tools, Systems, and Process Improvement**

- Lead the institutionalisation of standard procurement tools, templates, and SOPs to improve efficiency and consistency.
- Continuously identify and recommend opportunities for improving procurement systems, digital tools, and record-keeping mechanisms.
- Lead ERP and e-procurement integration, to drive system optimisation and adoption to improve efficiency and transparency.

## **7. Stakeholder Engagement and Technical Support**

- Serve as a key point of contact for procurement support within PEAS Zambia, advising departments on procurement planning, specifications, and compliance.
- Collaborate with finance, logistics, and program teams to ensure integrated support to project implementation.
- Represent the procurement function in management meetings and external engagements, as required.

## **8. Capacity Building and Knowledge Sharing**

- Conduct targeted training sessions for program and operations staff on procurement procedures, policy changes, and compliance expectations.
- Foster a culture of ethical procurement, accountability, and value-for-money within the organization.

## **Required Qualifications and Experience**

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field.
- Minimum of 5 years of progressive experience in procurement and supply chain management, preferably in the NGO or public sector.
- Professional certification (e.g., CIPS, ZIPS membership).
- In-depth knowledge of the Zambian relevant procurement laws and related regulations.
- Demonstrated experience in policy development, systems strengthening, and tools creation.
- Strong understanding of procurement governance, compliance, and audit requirements.
- Excellent negotiation, analytical, and communication skills.
- Proficient in Microsoft Office (Excel, Word) and procurement systems.

## **Desirable**

- Experience working in the education or non-profit sector.
- Familiarity with donor-funded procurement requirements.

## **Personal Attributes**

- High integrity and ethical standards
- Strong attention to detail and accountability
- Ability to work independently and collaboratively
- Excellent organisational and time-management skills
- Committed to PEAS' mission and values

## **Our Commitment**

PEAS is committed to ensuring the safety and wellbeing of all children in our programmes and to maintaining high standards of integrity in all our operations. We promote safe recruitment practices, including thorough background checks and safeguarding training. We operate a zero-tolerance policy toward misconduct or corruption.

PEAS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Female candidates and those from underrepresented backgrounds are strongly encouraged to apply.

## **How to Apply**

To apply, please complete the following form [here](#), uploading your CV as part of the form. The deadline for this application is **Sunday, 7th September, 2025, 17:00hrs, CAT**. Any questions or issues, please contact [zambia.recruitment@peas.org.uk](mailto:zambia.recruitment@peas.org.uk).