



COMPETITION AND CONSUMER PROTECTION COMMISSION

JOB OPPORTUNITIES

The Competition and Consumer Protection Commission (CCPC) is a statutory body under Ministry of Commerce Trade and Industry. The CCPC was established under the Competition and Consumer Protection Act No 24 of 2010 of the Laws of Zambia, as amended.

Its Mission Statement is to Safeguard and Promote Economic Welfare by Prohibiting Anti-competitive and Unfair Business Practices in Zambia.

In order to align its operations to good governance practices, the CCPC wishes to recruit for the following position:

1. PROCUREMENT OFFICER (1)

DIRECTORATE:	ADMINISTRATION
REPORTS TO:	EXECUTIVE DIRECTOR
JOB GRADE:	CCPC/E
LOCATION:	LUSAKA

Responsibilities

1. Supervises and undertakes timely acquisition of goods, services and works for the Commission in order to enhance effective and efficient operations of the Departments.
2. Supervises and undertakes timely preparation of tender documentation in order to facilitate selection of suitable suppliers for goods, services and works.
3. Supervises and undertakes the preparation of the Annual Procurement Plan in order to procure goods, services and works within the approved budget.
4. Undertakes effectively the provision of secretarial services to Procurement Committee in order to facilitate the smooth conduct of business.
5. Ensures that the Zambia Public Procurement Authority (ZPPA) procedures are followed when procuring goods and services.

6. Maintain accurate records/services in order to facilitate efficient storage and retrieval of information.
7. Evaluates quotations from suppliers for purchase of goods or services and recommends best source/supplier for the approval of superior and/or Management Procurement Committee.

Qualifications and skills

1. Full Grade Twelve (12) Certificate.
2. Bachelor's Degree in Purchasing and Supply and or Full Chartered Institute of Procurement & Supply.
3. Current Member to the Zambia Institute of Purchasing & Supply (ZIPS).
4. Minimum 3 years work experience in a similar position.
5. Good verbal and written communication skills.
6. Strong analytical, decision making, time management, organizational and negotiation skills.
7. Exhibit a high level of integrity and professional ethics.
8. Knowledgeable with the ZPPA Regulations.
9. Knowledge of procurement processes, policies and procedures.
10. Team player, committed, motivated and pays attention to detail.
11. Valid Driver's Licence.

2. RECEPTIONIST (1)

DIRECTORATE:	HUMAN RESOURCE & ADMINISTRATION
REPORTS TO:	ADMINISTRATIVE ASSISTANT
JOB GRADE:	CCPC/G
LOCATION:	LUSAKA

Responsibilities

1. Welcoming guests, determining the nature of business and directing them to the appropriate Departments/personnel.
2. Undertakes front office management- ensure the reception area is tidy and presentable.
3. Answering incoming telephone calls in a professional manner, determining the purpose of the call and forwarding to the appropriate Department or personnel.
4. Undertake secretarial duties such as typing, filing and organizing for meetings.
5. Receiving and recording mail.
6. Any other duties as assigned by the Supervisor.

Qualifications and skills

1. Full Grade Twelve (12) Certificate.
2. Diploma in Front Office Management, Secretarial, Public Administration or equivalent.
3. Good verbal and written communication skills
4. Good interpersonal and organization skills
5. Computer skills (MS Word, Excel, Power Point etc)
6. Team player, committed, motivated and pays attention to detail
7. Exhibit a high level of integrity and professional ethics

Interested, suitably qualified candidates are encouraged to send their application letters together with detailed CVs, copies of relevant educational & professional certificates verified by Zambia Qualifications Authority (ZAQA) and three (3) traceable referees to:

**The Director - Human Resource and Administration
Competition and Consumer Protection Commission
Stand No. 3829
Parliament Road
P O Box 34919
LUSAKA**

Closing date: Friday 31st October 2025 at 17:00 hours