The Zambian Medicines Regulatory Authority (ZAMRA) is a statutory body established under the Medicines and Allied Substances Act (No. 3) of 2013 and is responsible for regulation of medicines and allied substances in Zambia.

The Authority invites applications from suitably qualified Zambian citizens to fill the following vacant positions:

**CHIEF INTERNAL AUDITOR – (1)**

Responsible for carrying out internal audit tasks that involve evaluation of Authority systems, processes and management controls in place and report on their adequacy and effectiveness in the most cost effective and professional manner. To help improve the effectiveness of risk management, control and governance processes.

**Main Duties and responsibilities**

(a) Review and appraise the adequacy and effectiveness of the systems of internal control.
(b) Establish systems that ensure compliance with policies, plans, procedures, statutory requirements and regulations, which could have a significant impact on operations.
(c) Develop audit plans; audit policy; risk management process control and development of the audit function.
(d) Prepares and participates in the preparation of work plans.
(e) Prepares comprehensive programs of the audit coverage for the assigned coverage and ensure same is adhered to by subordinates.
(f) Inspects and verifies negotiable securities and notes receivables and payable, examines cancelled cheques and receipts for cash payments and purchases.
(g) Reviews and Inspects recording of transactions in ledger cards/day books and journals and verifies transfers of entries of ledgers for accuracy of data and completeness of same.

(h) Participates in the coordination with external auditors to ensure proper audit coverage, eliminate duplicate efforts and improve the efficiency and effectiveness of audit activities.

(i) Execute tasks or special projects when required by management, such as due diligence reviews, fraud investigation, etc.

(j) Prepare Internal Audit Unit's annual budget proposal including estimates of costs associated with the Unit's operations.

(k) Participates in the development and maintenance of a quality assurance and improvement program that covers all aspects of the Internal Audit activity

(l) To perform any other duties as may be assigned by the Supervisor.

Qualification and person specifications

- Grade 12 School Certificate
- Professional Qualification such as ZICA/ACCA
- At least five (5) years' work experience in Auditing
- Must be registered with the Zambia Institute of Chartered Accountants
- Must be Computer literate

PROCUREMENT OFFICER – (1)

Purpose of the Job
The procurement Officer will facilitate the timely acquisition of goods and services in line with the public Procurement Act No. 12 of 2008 to meet organizational requirements in a systematic and cost-effective manner.

Main Duties and responsibilities

(a) Timely preparation of procurement plans and submission to ZPPA;
(b) Coordinate the development of Specifications with user Departments;
(c) Provide guidance to Users in the raising of Purchasing Requisitions in order to ensure compliance to procurement procedures;
(d) Selection of appropriate procurement methods in order to ensure compliance to procurement procedures;
(e) Advertising Tenders in order to have a wider appeal;
(f) Leading in the evaluation of Tenders and preparation of Evaluation Reports in order to ensure compliance to procurement procedures;
(g) Preparation of procurement Committee papers for submission to the procurement Committee as directed by the Supervisor in order to facilitate holding of Procurement Committee meetings;
(h) Circulation of Procurement Committee papers to procurement Committee Members in order to facilitate holding of Procurement meetings;
(i) Preparation of Quarterly Procurement Reports in order to update management;
(j) Preparation of Departmental Monthly Reports in order to report on implementation of activities;
(k) To perform any other duties as may be assigned by the Supervisor.

Qualification and person specifications
- Full Grade 12/Form V School Certificate
- The applicant should be in possession of a Degree in Purchasing and Supply with Graduate Diploma in Purchasing & Supplies (CIPS) Level 6
- Member of relevant professional body i.e. Zambia Institute of Purchasing and Supply, CIPS with a valid practicing certificate
- Computer literate (knowledge of MS office-word, excel, and PowerPoint)
- Effective negotiation skills
- Minimum five (5) years’ work experience in a reputable Organization, i.e. Statutory Board or Public Institution.
- Excellent written and oral communication;
- Must be a Zambian citizen

ASSISTANT PROCUREMENT OFFICER – (1)

Purpose of the Job
The Assistant procurement officer shall report to the Procurement Officer, and shall provide cost effective procurement services to ZAMRA, by ensuring value for money and adherence to ZAMRA and ZPPA purchasing policies and procedures.

Main Duties and responsibilities

(a) Undertakes preparation timely of procurement plans in order to facilitate;
(b) Receive and action purchase requisition;
(c) Maintenance of an up-to-date supplier register in order to establish a reliable supplier base;
(d) Undertakes effectively the provision of Secretarial Services to the Authority’s Procurement Committee in order to facilitate the conduct of business;
(e) Liaise with end users in developing technical specifications for goods and services to be procured;
(f) Assist in planning and implementation of comprehensive purchasing program;
(g) Review requisitions in order to ensure completeness and accuracy;
(h) Assist in the identification of available suppliers for each requisitioned item;
(i) Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review;
(j) Perform general Clerical duties such as maintaining general files, completing and processing standard purchasing forms;
(k) Respond to inquiries from Staff regarding requisitions, purchase orders and contracts in order to facilitate feedback on procurements and
(l) To perform any other duties as may be assigned by the Supervisor.

Qualification and person specifications
- Full Grade 12/Form V School Certificate
- The applicant should be in possession of Diploma in Purchasing & Supplies (CIPS) Level 5
- Member of relevant professional body i.e. Zambia Institute of Purchasing and Supply, CIPS with a valid practicing certificate
- Computer literate (knowledge of Ms office-word, excel, and PowerPoint)
- Effective negotiation skills
- Minimum five (5) years' work experience in a reputable Organization, i.e. Statutory board or Public Institution.
- Excellent written and oral communication;
- Must be a Zambian citizen

Interested Zambian citizens should send applications with detailed curriculum vitae that includes e-mail, telephone / cell phone numbers and certified copies of original certificates with three (03) traceable references to:

The Director-General
Zambia Medicines Regulatory Authority
Plot No.6903 Tuleteka Road, Off Makishi Road
P O Box 31890
LUSAKA

Envelopes should be appropriately marked for the position applied for.

Closing date: 31st October 2018

Please note that only short-listed candidates will be notified.

NB: ALL CANDIDATES WHO APPLIED EARLIER ARE REQUIRED TO RE APPLY