



UNITED CHURCH OF ZAMBIA

VACANCY ANNOUNCEMENT: PROCUREMENT OFFICER

The United Church of Zambia (UCZ) is a faith-based organization committed to holistic ministry, serving communities across Zambia through education, health, and development programmes. We are seeking a dedicated and professional individual to fill the position of **Procurement Officer** at our Church Headquarters.

Position: Procurement Officer

Location: UCZ Synod Headquarters, Lusaka

Qualifications and Experience

1. Education:

- **Grade 12 Certificate**
- **Graduate Diploma in Procurement and Supply** or an equivalent qualification in a related field.

2. Professional Registration:

- Must be **registered with the Zambia Institute of Purchasing and Supply (ZIPS)** and possess a valid practising licence, as per the regulatory requirements.

3. Experience:

- A minimum of **two (2) years** of relevant post-qualification experience in a procurement role within a reputable organization.

4. Skills and Attributes:

- Strong analytical and report-writing skills.
 - Excellent communication and negotiation skills.
 - High level of integrity, honesty, and confidentiality.
 - Proficiency in computer applications, including Microsoft Office Suite.
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How to Apply

Interested candidates meeting the above specifications should submit their applications, including:

1. A cover letter.
2. A detailed Curriculum Vitae with three traceable referees.
3. Certified copies of academic and professional certificates.
4. A copy of the valid ZIPS registration/practising licence.

Applications should be addressed to

The General Secretary
United Church of Zambia
P.O. Box 50122
LUSAKA

Applications should be sent to theuczsynod@gmail.com and copy malivetty@gmail.com

Closing Date: Friday, 14th August 2026

Only shortlisted candidates will be contacted. The United Church of Zambia is an equal opportunity employer.