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Terms of Reference

WWF ZAMBIA COUNTRY OFFICE WWF POSITION DESCRIPTION

Position Title: Procurement Assistant

Location : Lusaka

Reports to : Procurement Officer

Major Duties and Responsibilities:

- Receiving purchase requisitions and liaising with project staff to ensure correct budget lines are indicated on the requisitions
- 2. Writing Purchase Orders and ensuring they are duly authorised by the appropriate signatories
- 3. Submission of the approved purchase orders to the finance office for payment
- 4. Making entries in the Quotation Evaluation books
- 5. Scanning Documents
- 6. Updating the Vehicle maintenance records
- 7. Updating fuel usage forms, stock cards and filing
- 8. Making follow ups with finance office on supplier payments
- 9. Receiving goods and updating the Receiving Report book
- 10. Any other tasks that may be assigned

President: Yolanda Kakabadse
Director General: Marco Lambertini
President Emeritus:
HRH The Duke of Edinburgh
Founder President:
HRH Prince Bernhard of the
Netherlands



Registered as:
WWF-World Wide Fund For Nature
WWF-Fondo Mondiale per la Natura
WWF-Fondo Mundial para la
Naturaleza
WWF-Fonds Mondial pour la Nature
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