

Terms of Reference

WWF ZAMBIA COUNTRY OFFICE WWF POSITION DESCRIPTION

Position Title : Procurement Assistant
Location : Lusaka
Reports to : Procurement Officer

Major Duties and Responsibilities:

1. 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