

## **JOB OPPORTUNITY**

### **Procurement Officer – Kafue Flats Climate Resilience and Adaptation Project (KaF-Adapt) and the Kafue Flats Wildlife, Habitat, Health and Livelihoods Project (KaF-Wild)**

The Government of the Republic of Zambia is accessing funding from the Global Environment Facility (GEF) in the 8<sup>th</sup> replenishment cycle in collaboration with WWF US as a GEF Agency and International Crane Foundation (ICF) as the implementing partner for the two projects “*Kafue Flats Climate Resilience and Adaptation Project (KaF-Adapt)*” and the “*Kafue Flats Wildlife, Habitat, Health and Livelihoods Project (KaF-Wild)*” under the Ministry of Green Economy and Environment (MGE) and the Ministry of Tourism, through its Department of National Parks and Wildlife (DNPW).

The projects’ objectives are to secure key wildlife species of the Kafue Flats landscape, promote socio-economic benefits to local communities through wildlife-based economies, reduce vulnerability of communities to water scarcity and promote adaptation through resilient livelihoods in the Kafue Flats.

This five-year project will be implemented in a region of Zambia highly impacted by droughts and floods intensified by climate change to be managed through a Project Management Unit (PMU) to be hosted by International Crane Foundation in Lusaka and implemented in the Kafue Flats Ecosystem particularly Blue Lagoon and Lochinvar National Parks in Shibuyunji, Mumbwa, Itezhi-tezhi, Namwala, Monze and Mazabuka districts, in line with the 20-year collaborative management partnership agreement signed by ICF, WWF and DNPW in 2022.

The project seeks to hire a Procurement Officer who will report to the Project Manager.

**Responsibilities:** The Procurement Officer will report to the Project Manager and lead all the procurements in support of the Project Management Unit and the ICF Zambia Office in its direct execution of outputs under the project in compliance with ZPPA, WWF USA and GEF Guidelines. This will include the preparation of requests for quotations, invitations to bid, requests for proposals and co-ordination of their timely dispatch, maintaining and updating procurement documents and manuals and reviewing requisitions for completeness and accuracy. Detailed terms of reference can be accessed on [www.savingcranes.org](http://www.savingcranes.org) , [Global Environment Facility \(GEF-8\) Projects – Ministry of Green Economy and Environment](http://Global Environment Facility (GEF-8) Projects – Ministry of Green Economy and Environment) and [Projects – Ministry of Tourism](http://Projects – Ministry of Tourism)

### **Qualifications and Requirements**

- At least a bachelor’s degree in supply chain management, Procurement and logistics, or Business Administration
- Minimum of 5 years’ professional experience in procurement, supplies and logistics ideally with experience working with government and NGOs
- Previous work experience with international organizations involved in conservation and/or community projects is an advantage
- Proven knowledge and ability in supply chain management and logistics in line with national and donor guidelines
- Excellent reporting and communication skills
- Strong planning and organizational skills
- Fluency in English
- Good computer knowledge
- Female candidates are encouraged to apply.

**Application process:** Send applications attaching copies of qualifications and a CV of not more than four (04) pages by email to [icfjobs@savingcranes.org](mailto:icfjobs@savingcranes.org) with the specified subject of Procurement Officer. Deadline for applications is Friday January 30, 2026.