

## **ICAP AT COLUMBIA UNIVERSITY ZAMBIA**

### **POSITION DESCRIPTION**

**Position Title:** Administrative Intern  
**Reports to:** Operations Manager  
**Location:** Lusaka

### **POSITION SUMMARY**

The Administrative Intern reports to the Operations Manager and provides support to the Operations unit in all functions requiring administration, procurement and logistics reporting.

#### **Administration / Procurement Duties**

- Carrying out administrative duties such as filing, typing, copying, scanning etc.
- Photocopying, scanning, filing of various admin documents.
- Ensure office premises are clean and conducive for staff to operate from.
- Assist in raising the Purchase Requisition Forms (PRFs) as required.
- Assist in data entry for procurement transactions.
- Timely update of the detailed procurement tracker.
- Assist in completing procurement committee minutes and bid analyses.
- Scanning and filing of various procurement documents i.e., LPOs, Delivery Notes, Invoices, Goods Issue, GRNs.
- Any other duties as assigned by supervisor.

### **EDUCATION & MINIMUM QUALIFICATIONS**

- Full grade 12 certificate
- Degree in Business Administration or any related field
- Basic Computer Skills. Proficiency in the use of Microsoft Office Word and Excel
- Good communication skills.