MUTEPUKA SAKALA

PROCUREMENT & SUPPLY CHAIN PROFESSIONAL

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PROFESSIONAL SUMMARY

Procurement and supply chain professional with extensive experience across public-health commodity procurement, warehouse operations, order management, logistics data analysis, and supplier coordination. Career experience spans Medical Stores Limited and the Zambia Medicines and Medical Supplies Agency (ZAMMSA), progressing from warehouse operations and data analysis into procurement roles. Skilled in procurement documentation, quotation comparison, purchase-order preparation, tender-evaluation coordination, contract and records management, inventory monitoring, health-facility order validation, and operational reporting. Holds an Advanced Diploma in Purchasing and Supply Management, a Postgraduate Diploma in Monitoring and Evaluation, and a Diploma in Project Management. Currently pursuing a Bachelor of Science in Purchasing and Supply, with expected completion in December 2026. Brings a practical, compliance-focused approach to service delivery, data accuracy, and the availability of essential health commodities.

CORE COMPETENCIES

- Procurement administration and purchasing support
- Supplier quotations, comparison, vendor liaison and tender evaluation coordination
- Contract, agreement and procurement-record management
- Inventory control, stock monitoring and reconciliation
- Order processing and health-facility data validation
- Delivery scheduling, follow-up and service coordination
- Stakeholder communication and customer support
- Team collaboration, problem-solving and process improvement
- Public procurement and Electronic Government Procurement (e-GP) Processes
- Purchase-order preparation and tracking
- Health commodities and public-health supply chains
- Warehouse operations, receiving, storage and dispatch
- Logistics reporting, data analysis and data quality
- Standard Operating Procedures (SOPs) and compliance
- Monitoring and Evaluation (M&E) and project support

PROFESSIONAL EXPERIENCE

Acting Procurement Officer – Goods and Services

Zambia Medicines and Medical Supplies Agency (ZAMMSA) | Headquarters | April 2025 – October 2026

- Maintain procurement contracts, agreements, registers, schedules, and supporting documentation in physical and electronic formats.
- Obtain and compare supplier quotations to support competitive purchasing and value-for-money decisions.
- Prepare purchase orders and submit them to the Procurement Manager for review and approval.
- Coordinate and facilitate tender-evaluation activities and monitor procurement milestones against planned schedules.
- Follow up on deliveries and verify that goods and services meet agreed quality, quantity, packaging, and timing requirements.

- Confirm receipt of goods and services with requesting departments and support resolution of delivery or documentation discrepancies.
- Track procurement costs, delivery timelines, and inventory-related information; provide operational data and reports to management.

Assistant Procurement Officer
Zambia Medicines and Medical Supplies Agency (ZAMMSA) | Luanshya Hub | February 2024 – March 2025

- Supported end-to-end procurement administration, including procurement schedules, purchase documentation, and supplier follow-up.
- Sourced and compared competitive quotations and prepared purchase orders for management review.
- Coordinated tender-evaluation logistics and tracked procurement activities to help meet operational timelines.
- Maintained accurate contract files and procurement records, ensuring documents were accessible for review and follow-up.
- Liaised with requestors to confirm receipt of goods and services and followed up on quality, packaging, and delivery requirements.
- Compiled procurement and inventory information to support operational monitoring and management reporting.

Assistant Procurement Intern
Zambia Medicines and Medical Supplies Agency (ZAMMSA) | Zambia | January 2023 – January 2024

- Provided administrative support for procurement schedules, supplier quotations, purchase orders, and procurement files.
- Assisted with tracking delivery timelines and confirming receipt of goods and services with internal requestors.
- Supported tender-evaluation coordination and maintained physical and electronic procurement documentation.
- Updated procurement and inventory records and assisted with routine operational reports.

Data Analyst
Zambia Medicines and Medical Supplies Agency (ZAMMSA) | Zambia | February 2021 – December 2022

- Validated health-facility data and order submissions before integration into warehouse and order-management systems.
- Supported order processing in line with distribution schedules and followed up with health facilities to address data-quality issues.
- Prepared routine and ad hoc logistics reports to support operational decisions and management review.
- Documented data-related issues and coordinated with order-management colleagues to support timely resolution.
- Provided technical assistance and orientation to non-technical staff and customers on data and order-management processes.
- Applied relevant Standard Operating Procedures and represented the organization in stakeholder and operational forums when required.

Data Analyst
Medical Stores Limited | Zambia | October 2020 – February 2021

- Analysed and validated health-facility orders and logistics data to support accurate warehouse-system processing.
- Coordinated with health facilities to confirm order details, resolve data-quality issues, and encourage timely order submission.
- Prepared logistics and order-management reports and provided technical support to customers experiencing ordering challenges.
- Supported distribution-schedule compliance, staff orientation, and adherence to established operating procedures.

Warehouse Assistant

Medical Stores Limited | Zambia | April 2010 – September 2020

- Supported receipt, inspection, storage, picking, and distribution of medical supplies in line with warehouse procedures.
- Maintained stock records, conducted stock counts, and assisted with investigating and reconciling inventory discrepancies.
- Checked goods received against quantity and quality requirements and escalated discrepancies for follow-up.
- Monitored stock movements and supported timely order fulfilment and dispatch documentation.
- Maintained orderly, clean, and safe warehouse areas and supported compliance with warehouse safety procedures.
- Worked with other operational teams to coordinate stock availability and movement of health commodities.

EDUCATION

Bachelor of Science in Purchasing and Supply — Currently pursuing; expected completion: December 2026
Postgraduate Diploma in Monitoring and Evaluation — Cavendish University Zambia, 2019
Advanced Diploma in Purchasing and Supply Management — Institute of Commercial Management (UK), 2017
Diploma in Project Management — City College of Management and Technical Studies, 2015
School Certificate — Chililabombwe Secondary School, 2009

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

- Certificate of Attendance in Customer Service Training — Career Prospect (2019)
- Certificate in Stores Management — Technical Vocational Teachers' College (TVTC) (2017)
- Certificate in Public Procurement — World Bank e-Learning (2017)
- Certificate in Contract Management — World Bank e-Learning (2017)
- Certificate in Monitoring and Evaluation Framework — Global Health e-Learning Centre / USAID (2017)
- Certificate in Monitoring and Evaluation in HIV and AIDS — Global Health e-Learning Centre / USAID (2017)
- Certificate in Logistics for Health Commodities — JSI e-Learning (2017)
- Certificate in Forecasting in Health Changes — Global Health e-Learning Centre / USAID (2017)
- Introductory Certificate in Public Health Procurement and Supply Chain Management — UNDP e-Learning (2016)

PROFESSIONAL AFFILIATIONS

- Member, Zambia Institute of Purchasing and Supply (ZIPS).
- Member, International Association for Public Health Logistician.

TECHNICAL & PROFESSIONAL SKILLS

- Procurement and Inventory Records Management
- Purchase Order and Contract Documentation
- Logistics Data Validation and Management
- Operational Reporting and Data Analysis
- Customer and Supplier Relationship Management
- Procurement Process Coordination
- Standard Operating Procedures (SOPs) Compliance
- Microsoft Office and General Office Administration

REFERENCES

Mrs. Milimo Mulalu Katongo — Former Manager Procurement Good & Services, ZAMMSA Headquarter
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