



REPUBLIC OF ZAMBIA

LOCAL GOVERNMENT SERVICE COMMISSION

P.O BOX 36931

LUSAKA

ADVERTISEMENT NO. 1 OF 2022

VACANCIES ANNOUNCEMENT (INTERNAL AND EXTERNAL):

**MANDATE**

The Local Government Service Commission is established under **Article 228 (1) of the Constitution of Zambia (Amendment) Act No 2 of 2016**. The Commission, in accordance with **Section 16 (1) of the Service Commissions Act No. 10 of 2016** is mandated with the responsibility of overseeing all human resource matters in all Local Authorities in so far as they relate to recruitments, appointments, confirmations, promotions, transfers, separations, discipline, appeals, training, setting of professional standards within 116 Local Authorities and over and above devising policy on any matter that relates to the regulation of the Local Government Service.

The Local Government Service Commission in this regard invites applications from suitably qualified candidates to fill the following vacant positions in various Local Authorities across the Country.

- 1.0) JOB TITLE: ACCOUNTANCY ASSISTANT (08)- LUSAKA (02), SHANGOMBO (01), NSAMA (02), KALUMBILA (01), CHILUBI (01), KABOMPO (01)**  
**SALARY SCALE: LGSS/13**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To undertake budget preparation, maintenance of books of accounts and preparation of financial statements for both internal and external users in order to facilitate decision making

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
ZICA Technician or equivalent, must be a member of ZICA
- (c) Minimum Relevant Pre-job Experience**  
Entry Level

- 2.0) JOB TITLE: ACCOUNTS OFFICER (11) – KALULUSHI (01), CHINSALI (01), MAMBWE (01), MKUSHI (01), KALUMBILA (04), CHILUBI (01), MPIKA (01), CHIRUNDU (01)**  
**SALARY SCALE: LGSS/16**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To undertake the financial mobilization of resources in order to finance the operations of the Council.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
ZICA Technician or equivalent and must be a member of ZICA
- (c) Minimum Relevant Pre-job Experience**  
Entry Level

- 3.0) JOB TITLE: ASSISTANT ACCOUNTANT (9) – LUANSHYA (01), KAPUTA (01), CHASEFU (01), LUAMPA (01), CHINGOLA (01), MPIKA (02), CHIRUNDU (01), CHINSALI (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To undertake and supervise the financial mobilization of resources in order to finance the operations of the Council.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Accountancy or professional qualifications such as ZICA Licentiate ACCA II, CIMA II or equivalent. Must be a member of ZICA.
- (c) Minimum Relevant Pre-job Experience**  
2 years experience.

- 4.0) JOB TITLE: ASSISTANT ARCHITECT (1) – MUFULIRA (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: ENGINEERING**

**JOB PURPOSE**

To undertake architectural and infrastructure maintenance services in order to green the city and improve the life span of the Council facilities.

**MAIN REQUIREMENT**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Architecture and Must be a Member of ZIA and EIZ and Fully Registered with Engineers Registration Board
- (c) Minimum Relevant Pre-job Experience**  
Entry Level

**5.0) JOB TITLE: BUILDING INSPECTOR (13) – MASAITI (01), CHISAMBA (01), LUSAKA (03), GWEMBE (01), KASEMPA (01), CHAMA (01), MWANSABOMBWE (01), ISOKA (01), MPIKA (01), SOLWEZI (01), ISOKA (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: PLANNING**

**JOB PURPOSE**

To supervise and undertake stage building inspections in order to ensure compliance with building standards and regulations

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Construction or equivalent
- (c) Minimum of Relevant Pre-job Qualification**  
Entry level

**6.0) JOB TITLE: ASSISTANT CIVIL ENGINEER (10) – MUFULIRA (01), MANSA (01), KAFUE (01), ZAMBEZI (01), KALUMBILA (2), KABOMPO (01), KATETE (01), SAMFYA(01), CHIRUNDU (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: ENGINEERING**

**JOB PURPOSE**

To manage the designs of city roads and drainage infrastructure in order to improve the road network and enhance safety to the Public.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Civil Engineering or equivalent and Must be a Member of EIZ
- (c) Minimum of Relevant Pre-job Qualification**  
Entry Level

**7.0) JOB TITLE: ASSISTANT COMMERCIAL MANAGER (6) – MASAITI (01), MWINILUNGA (01), MWENSE (01), LUKULU (01), ZIMBA (01) KATETE (01),**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To oversee the management of commercial ventures in order to enhance resource mobilization.

**MAIN REQUIREMENT**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Degree in Business Administration, Degree in Hospitality Management or equivalent
- (c) Minimum Relevant Pre-job Experience**  
2 years' experience

**8.0) JOB TITLE: ASSISTANT DIVISIONAL FIRE OFFICER (02) – ZIMBA (01), KAZUNGULA (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: ENGINEERING**

**JOB PURPOSE**

Coordinates effectively the provision of fire services in order to prevent loss of life and destruction of property by fire.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Station Officer Certificate
- (c) Minimum Relevant Pre-job Experience**  
5 years' experience

**9.0) JOB TITLE: ASSISTANT INTERNAL AUDITOR (8) – MUFULIRA (01), MWENSE (01), CHIKANKATA (01), LUMEZI (01), CHITAMBO (01), KALUMBILA (01), MPULUNGU (01), MANYINGA (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: AUDIT**

**JOB PURPOSE**

Undertakes the undertaking of internal audit operations in order to ensure internal controls are adhered to and safe guard council assets.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Accountancy or other professional qualifications such as ZICA licentiate, ACCA II, CIMAI or equivalent, Must be a member of ZICA.
- (c) Minimum Relevant Pre-job Experience**  
2 years experience.

**10.0) JOB TITLE: ASSISTANT LAND SURVEYOR (08) - KAPUTA (01), LUAMPA (01), PETAUKE (01), MKUSHI (01), MWENSE (01), KALUMBILA (01), CHASEFU (01), CHIRUNDU (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: PLANNING**

**JOB PURPOSE:**

To assist in determining and re-establish property boundaries in order to guide land ownership limits

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Survey or equivalent
- (c) Minimum of Relevant Pre-job Qualification**  
Entry level

**11.0) JOB TITLE: ASSISTANT MARKETS MANAGER (4) – NDOLA (01), KITWE (01), CHILILABOMBWE (01), MUFULIRA (01)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: HOUSING AND SOCIAL WORKS**

**JOB PURPOSE**

To supervise and undertake the administration of markets in order to improve their operations

**MAIN REQUIREMENT**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/ Professional Qualifications**

Diploma in Business Administration or equivalent

**(c) Minimum Relevant Pre-job Experience:**

2 Years

- 12.0) JOB TITLE: ASSISTANT MECHANICAL ENGINEER (1) – MUFULIRA (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: ENGINEERING**

**JOB PURPOSE**

To supervise and undertake the operations of the mechanical workshop in order to ensure the repair and maintenance of the council's fleet of vehicles and machinery.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Mechanical Engineering or equivalent  
Must be a Member of EIZ
- (c) Minimum Relevant Pre-job Experience**  
Entry level

- 13.0) JOB TITLE: ASSISTANT PROCUREMENT OFFICER (19) – , KABWE (01), CHIBOMBO (01), LUANO (01), LUFWANYAMA (01), LUNGA (01), CHILANGA (01), MAFINGA (01), MBALA (01), KASEMPA (01), PEMBA (01), NAMWALA (01), MITETE (01), LUSAKA (01), NKEYEMA (01), CHIENGE (01), KALUMBILA (01), LUNTE (01), ZIMBA (01), MANYINGA (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: INSTITUTIONAL MANAGEMENT**

**JOB PURPOSE**

To undertake the procurement of goods and services in order to ensure smooth operations of the Council.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications:**  
Diploma in Purchasing and Supply (CIPS level IV) or equivalent
- (c) Minimum Relevant Pre-job Experience:**  
Entry level
- (a) Minimum Relevant Pre-job Experience**  
Entry level

- 14.0) JOB TITLE: ASSISTANT SETTLEMENTS OFFICER (1) – CHONGWE (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

**JOB PURPOSE**

To undertake community mobilization in unplanned settlements in order to facilitate acceptance and participation in upgrading programmes

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Advanced Certificate in Social Work or equivalent
- (c) Minimum Relevant Pre-job Experience**

Entry level.

- 15.0) JOB TITLE: ASSISTANT TOWN PLANNER (03) – KALUMBILA (02), CHIRUNDU (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: PLANNING**

**JOB PURPOSE**

To undertake town planning in order to attain coordinated and acceptable urban environment

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications:**  
Diploma in Urban and Regional Planning or equivalent
- (c) Minimum Relevant Pre-job Experience:**  
Entry Level

- 16.0) JOB TITLE: AUTO ELECTRICIAN (2) – , KALUMBILA (01), LUANSHYA (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

Undertakes effectively the Scheduled Electrical Maintenance of Council Fleet, Earth Moving Machines and other related equipment in order to improve Service Delivery to the Public.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications:**  
Craft Certificate in Auto Electrical
- (c) Minimum Relevant Pre-job Experience:**  
Entry level

- 17.0) JOB TITLE: CHIEF SETTLEMENTS OFFICER (1) – CHONGWE (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

**JOB PURPOSE**

To supervise community mobilisation in unplanned settlements in order to facilitate acceptance and participation in upgrading programmes

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Degree in Social Work or equivalent
- (c) Minimum Relevant Pre-job Experience**  
3 years of work experience and 2 years at supervisory level.

- 18.0) JOB TITLE: CHIEF ACCOUNTANT (01) – CHINSALI (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To manage effectively and efficiently the mobilization and prudent utilization of financial resources in order to enhance smooth operations of the Council.

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Accountancy or professional qualifications such as ZICA, ACCA, CIMA or equivalent. Must be a member of ZICA.
- (c) **Minimum Relevant Pre-job Experience**  
5 years of work experience and 2 years at supervisory level

19.0) **JOB TITLE: CHIEF ADMINISTRATIVE OFFICER (06) – MAMBWE (01), SINDA (01), CHASEFU (01), LUAMPA (01), MONZE (01), MUFULIRA (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

## JOB PURPOSE

To manage provision of administrative and logistical support services in order to ensure efficient and effective operations of the Council.

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Public Administration or equivalent. Must be a member of ZHRM
- (c) **Minimum Relevant Pre-job Experience**  
5 years of work experience and 2 years at supervisory level.

20.0) **JOB TITLE: CHIEF HUMAN RESOURCE OFFICER (06) – SAMFYA (01), SHIBUYUNJI (01), CHASEFU (01), MUNGWI (01), CHAMA (01), NSAMA (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

## JOB PURPOSE

To supervise and undertake the processing of Appointments and Separations cases in order to facilitate their resolution and disposal by the Commission

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Human Resource Management or equivalent, Must be a member of ZHRM
- (c) **Minimum Relevant Pre-job Experience**  
5 years of work experience and 2 years at supervisory level

21.0) **JOB TITLE: CHIEF COMMITTEE CLERK (02) – LUANSHYA (01), SOLWEZI (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

## JOB PURPOSE

To manage provision of administrative and logistical support services in order to ensure efficient and effective operations of the Council.

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**

Form V/Grade 12 School Certificate with Five (5) Credits or better

- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Business Administration or equivalent

- (c) **Minimum Relevant Pre-job Experience**  
3 years of work experience and 2 years at supervisory level.

22.0) **JOB TITLE: CHIEF INTERNAL AUDITOR (2) – CHONGWE (01), LUANSHYA (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: AUDIT**

## JOB PURPOSE

To oversee the undertaking of internal audit operations in order to ensure internal controls are adhered to and safe guard council assets.

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Accountancy or other professional qualifications such as ZICA licentiate, ACCA II, CIMAII or equivalent.
- (c) **Minimum Relevant Pre-job Experience**  
5 years experience with 1 year in a supervisory role.

23.0) **JOB TITLE: COMMUNITY DEVELOPMENT OFFICER (INSTRUCTOR - DESIGNING, CUTTING AND TAILORING) (8) – LUSAKA (6), SOLWEZI (02)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

## JOB PURPOSE

To provide and offer skills training to members of the Community

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Teaching Methodology and Craft Certificate in Designing, Cutting and Tailoring or equivalent, must be accredited by TEVETA
- (c) **Minimum Relevant Pre-job Experience**  
3 years of work experience

24.0) **JOB TITLE: COMMUNITY DEVELOPMENT OFFICER (INSTRUCTOR - FOOD PRODUCTION) (4) – LUSAKA (3), SOLWEZI (01)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

## JOB PURPOSE

To provide and offer skills training to members of the Community

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Teaching Methodology and Diploma in Hotel Management or equivalent, must be accredited by TEVETA
- (c) **Minimum Relevant Pre-job Experience**

3 years of work experience

**25.0) JOB TITLE: COMMUNITY DEVELOPMENT OFFICER (INSTRUCTOR - CAPENTRY) (1) – SOLWEZI (01)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

**JOB PURPOSE**

To provide and offer skills training to members of the Community

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Teaching Methodology and Diploma in Carpentry and Joinery or equivalent, must be accredited by TEVETA
- (c) Minimum Relevant Pre-job Experience**  
3 years of work experience

**26.0) JOB TITLE: COMMUNITY DEVELOPMENT OFFICER (INSTRUCTOR - METAL FABLICATION) (3) – LUSAKA (3)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

**JOB PURPOSE**

To provide and offer skills training to members of the Community

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma in Teaching Methodology and Metal fabrication or equivalent, must be accredited by TEVETA
- (c) Minimum Relevant Pre-job Experience**  
3 years of work experience

**27.0) JOB TITLE: DIRECTOR OF HOUSING AND SOCIAL SERVICES (01) – SOLWEZI (01)**  
**SALARY SCALE: LGSS/04**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

**JOB PURPOSE**

To oversee and manage the provision of Environment, Housing and Social Services in order to enhance community development

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications:**  
Degree in Social Work or equivalent
- (c) Minimum Relevant Pre-job Experience:**  
8 years experience with 3 years at senior management in the Local Authority.

**28.0) JOB TITLE: DIRECTOR OF HUMAN RESOURCE AND ADMINISTRATION (02) – LUSAKA (01), MANSA (01)**  
**SALARY SCALE: LGSS/03/04**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

**JOB PURPOSE**

To oversee and manage the human resource and administration functions in order to ensure efficient and effective operations of the Council.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications:**  
Degree in Public Administration and Human Resource and equivalent, must a member of the Zambia Institute of Human Resource Management (ZIHRM)
- (c) Minimum Relevant Pre-job Experience:**  
10 years experience with 3 years at senior management in the Local Authority.

**29.0) JOB TITLE: DIRECTOR OF PUBLIC HEALTH (02) – MBALA (01), SOLWEZI (01)**  
**SALARY SCALE: LGSS/04**  
**DEPARTMENT: PUBLIC HEALTH**

**JOB PURPOSE**

To oversee effectively the provision of Public Health services in order to prevent and protect the public from environmental health hazards.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/ Professional Qualifications**  
Degree in Environmental Health
- (c) Minimum Relevant Pre-job Experience:**  
10 years experience with 3 years at senior management level in the Local Authority and member of HPCZ.

**30.0) JOB TITLE: DIRECTOR OF WORKS (07) – CHILANGA (01), KASENENGWA (01), IKELENGE (01), CHEMBE (01), KABOMPO (01), CHIPILI (01), ZIMBA (01)**  
**SALARY SCALE: LGSS/05**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

To Plan, Direct, Control, Coordinate and Supervise District Engineering Works in order to ensure that the aims, goals and objectives of the Council are accomplished according to prescribed Priorities, time limitations and funding constraints.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications:**  
Degree in Civil Engineering (Electrical, Mechanical, Civil, Structural and Fire)
- (c) Minimum Relevant Pre-job Experience:**  
3 years' experience with 2 years at senior management in the Local Authority and member of EIZ.

**31.0) JOB TITLE: DISTRICT PLANNING OFFICER (03) CHIFUNABULI (01), IKELENGE (01), KALOMO (01)**  
**SALARY SCALE: LGSS/05**  
**DEPARTMENT: PLANNING**

**JOB PURPOSE**

To coordinate environmental, and socio-economic planning in order to attain coordinated development in the District.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Urban and Regional Planning or its equivalent
- (c) **Minimum Relevant Pre-job Experience**  
3 years experience with 1 year in a supervisory role in the Local Authority and member of ZIP.

**32.0) JOB TITLE: CHIEF CASHIER (07) – LUSAKA (01), CHIBOMBO (01), KATETE (01), MBALA (01), KAWAMBWA (01), SAMFYA (1), KABWE (01)**  
**SALARY SCALE: LGSS/13**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To undertake the receipting and depositing of collected revenues in order to ensure the accountability of all collected Council funds

**MAIN REQUIREMENT**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
ZICA technician or equivalent.
- (c) **Minimum Relevant Pre-job Experience**  
2 years experience.

**33.0) JOB TITLE: CLERICAL OFFICER (14) – KALUMBILA (04), ZIMBA (01), KALABO (6), CHONGWE (03)**  
**SALARY SCALE: LGSS/18**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

**JOB PURPOSE**

To provide technical support in administration functions in order to ensure efficient and effective operations of the Council.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Nil
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

**34.0) JOB TITLE: CIVIL ENGINEER (3) – NDOLA (02), CHILILABOMBWE (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: ENGINEERING**

**JOB PURPOSE**

To manage the designs of District roads and drainage infrastructure in order to improve the road network and enhance safety to the Public.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Civil Engineering or equivalent and Must be a Member of EIZ
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

**35.0) JOB TITLE: COMMERCIAL MANAGER (3) – MAZABUKA (01), MUFULIRA (01), MONGU (01)**

**SALARY SCALE: LGSS/06**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To oversee the management of commercial ventures in order to enhance resource mobilization.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Business Administration, Degree in Hospitality Management or Equivalent
- (c) **Minimum Relevant Pre-job Experience**  
3 years' experience

**36.0) JOB TITLE: COUNCIL ADVOCATE (03) –KABWE (01), KASAMA (01), SOLWEZI (01)**  
**SALARY SCALE: LGSS/05**  
**DEPARTMENT: LEGAL SERVICES**

**JOB PURPOSE**

To supervise and undertake the administration of litigation and other matters in order to protect Council interests

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational /Professional Qualifications**  
Degree in Law, Admitted as an Advocate of the High Court for Zambia
- (c) **Minimum Relevant Pre-Job Experience**  
3 years experience

**37.0) JOB TITLE: DEPUTY CHIEF FIRE OFFICER (01) – LUANSHYA (01)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

Coordinates effectively the provision of fire services to the City in order to prevent loss of life and destruction of property by fire

**MAIN REQUIREMENT**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Station Officer Certificate or Equivalent
- (c) **Minimum Relevant Pre-job Experience**  
5 years experience.

**38.0) JOB TITLE: DEPUTY COUNCIL TREASURER (11) – LUKULU (01), CHIPANGALI (01), LUNGA (01), LUAMPA (01), MWANDI (01), NSAMA (01), PETAUKE (01), MWINILUNGA (01), CHILUBI (01), MPULUNGU (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To assist Council Treasurer oversee effectively and efficiently the mobilization and prudent utilization of financial resources in order to enhance smooth operations of the Council.

**MAIN REQUIREMENT**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
ZICA Licentiate, ACCA II, CIMA II or equivalent  
Must be a member of ZICA.
- (c) **Minimum Relevant Pre-job Experience**  
3 years experience.

**39.0) JOB TITLE: DATA ENTRY OPERATOR (04) – KAPIRI MPOSHI (01), MWINILUNGA (01), SINAZONGWE (01), MUMBWA (01), MPIKA (01)**  
**SALARY SCALE: LGSS/13**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To undertake data entry and validation in order to ensure production of correct information.

**MAIN REQUIREMENT**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Certificate in Computer Studies or equivalent
- (c) **Minimum Relevant Pre-job Experience**  
Entry level

**40.0) JOB TITLE: DEPUTY DIRECTOR OF WORKS (09) – LUMEZI (01), CHIFUNABULI (01), LUSANGAZI (01), MUMBWA (01), MUSHINDAMO (01), NYIMBA (01), MULOBEZI (01), KALABO (01) CHILUBI (01),**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

To Plan, Direct, Control, Coordinate and Supervise District Engineering Works in order to ensure that the aims, goals and objectives of the Council are accomplished according to prescribed Priorities, time limitations and funding constraints.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/ Professional Qualifications**  
Degree in Civil Engineering, member of EIZ
- (c) **Minimum Relevant Pre-job Experience:**  
3 years experience

**41.0) JOB TITLE: DISTRICT ACCOUNTANT (07) – LIMULUNGA (01), KALOMO (01), SINAZONGWE (01), KAPIRIMPOSHI (01), LUAMPA (01), KABOMPO (01), KATETE (01)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: FINANCE**

**JOB PURPOSE**

To supervise the mobilization and prudent utilization of financial resources in order to enhance smooth operations of the Council.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Accountancy or professional qualifications such as ZICA Licentiate, ATD, ACCA II, CIMA II or equivalent. Must be a member of ZICA.
- (c) **Minimum Relevant Pre-job Experience**  
2 Years' experience

**42.0) JOB TITLE: DISTRICT AIDS COORDINATION ADVISOR (5) – ITEZHI TEZHI (01), CHIFUNABULI (01), LUANGWA (01), MPOROKOSO (01) MAFINGA (01)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: PLANNING**

**JOB PURPOSE**

To design, plan, co-ordinate response strategies to HIV and AIDS, in order to ensure that all District developmental and social service plans mainstream HIV & AIDS using a multifactorial approach.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Bachelor of Social Sciences Degree or its equivalent
- (c) **Minimum Relevant Pre-job Experience**  
3 years' experience

**43.0) JOB TITLE: ELECTRICIAN (3) – LUAMPA (01), KATETE (01), KALUMBILA (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

Undertakes effectively the installation of electrical fittings for Street Lights, Traffic Signals and other electrical services in order to improve security and safety on the road.

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Craft Certificate Engineering (Electrical, Electrical/Electronic, Electrical/Mech. and Electrical/IT) and must be a Member of EIZ
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

**44.0) JOB TITLE: ENVIRONMENTAL HEALTH TECHNOLOGIST (1) – CHIRUNDU (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: PLANNING**

**JOB PURPOSE**

To carryout health inspections and enforcement of laws on environmental health in order to safeguard the health of the community.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Environmental Health or the equivalent
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

**45.0) JOB TITLE: FIREFIGHTER (26) – KABWE (15), NCHELENGE (01), CHOMA (01), KAZUNGULA (01), LIVINGSTONE (02), LUSAKA (03), LUANSHYA (02), CHADIZA (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING**

**JOB PURPOSE**

Undertakes the provision of firefighting and rescue services by the watch in order to prevent loss of life and destruction of property by fire

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Basic Certificate in Firefighting will be added advantage
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

- 46.0) **JOB TITLE: FIREFIGHTER DRIVER (19) – PETAUKE (02), CHINGOLA (2), CHOMA (2), MAZABUKA (2), KATETE (2), MPULUNGU (2), LUNDAZI (2), MKUSHI (02), CHINSALI (03)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING**

#### JOB PURPOSE

Undertakes the provision of firefighting and rescue services by the watch in order to prevent loss of life and destruction of property by fire

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Minimum of CE Driving License
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

- 47.0) **JOB TITLE: FOREMAN BUILDING (01) – CHIRUNDU (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING**

#### JOB PURPOSE

Manages basic buildings maintenance work in the council in order to improve the life span of the Council Buildings

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Certificate in Architectural, Structural, and Civil, Building Science or equivalent and must be a Member of EIZ
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

- 48.0) **JOB TITLE: FOREMAN WORKS (05) – NDOLA (01), KASAMA (01), SHANGOMBO (01), MKUSHI (01), KITWE (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING**

#### JOB PURPOSE

Manages basic roads and drainage maintenance work in the council in order to improve the road network and enhance safety to the Public

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**

Certificate in Civil Engineering or equivalent and must be a Member of EIZ

- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

- 49.0) **JOB TITLE: ENVIRONMENTAL PLANNER (06) – LUKULU (01), CHIKANKATA (01), KATETE (01), CHILILABOMBWE (01), NAKONDE (01), CHISAMBA (01)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: PLANNING**

#### JOB PURPOSE

To ensure the mainstreaming of environmental concerns in development plans and programmes in order to enhance sustainability.

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Environmental Engineering or the equivalent
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

- 50.0) **JOB TITLE: FOREMAN – PARKS AND GARDENS (01) – KALUMBILA (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING SERVICES**

#### JOB PURPOSE

To undertake the Cleaning of parks, gardens, open spaces in order to beautify the cities.

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Certificate in Horticulture, Agroforestry or Equivalent
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

- 51.0) **JOB TITLE: FUNERAL SUPERINTENDENT (04) - LUANSHYA (01), CHOMA (01) AND NDOLA (01), SOLWEZI (01)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: PUBLIC HEALTH**

#### JOB PURPOSE

To supervise and undertake the administration of cemeteries, crematoria and burial services in order to ensure, safe and sanitary disposal of human remains.

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Environmental Health, Membership to the Professional Body required HPCZ
- (c) **Minimum Relevant Pre-job Experience**  
3 years

- 52.0) **JOB TITLE: GROUP ACCOUNTANT (03) – CHIPATA (01), LUANSHYA (01), CHINSALI (01)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: FINANCE**



## **JOB PURPOSE**

To supervise and undertake the preparation of budget and financial statements in order to enhance accountability for public funds

## **MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Accountancy or professional qualifications such as ZICA, ACCA, CIMA or equivalent. Must be a member of ZICA.
- (c) **Minimum Relevant Pre-job Experience**  
2 Years Experience

**53.0) JOB TITLE: HEALTH EDUCATION OFFICER (05) – LUSAKA (03), NDOLA (01), KATETE (01)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: PUBLIC HEALTH**

## **JOB PURPOSE**

To supervise and undertake the preparation and dissemination of health promotion materials in order to educate and sensitize the public on health matters.

## **MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Food and Nutrition/Environmental Health / Public Health
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

**54.0) JOB TITLE: HEALTH INSPECTOR (10) – LUSAKA (01), CHIFUNABULI (01), MUMBWA (01), LUNDAZI (01), MUSHINDAMO (01), MANYINGA (01), MWANSABOMBWE (01), CHASEFU (01), SOLWEZI (02)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: PUBLIC HEALTH**

## **JOB PURPOSE**

To undertake the delivery of public health services and enforcement of laws on environmental health in order to minimize health and safety hazards

## **MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Environmental Health incorporating Meat and other Foods Inspections
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

**55.0) JOB TITLE: INSPECTOR - POLICE (07) – NDOLA (05), GWEMBE (01), CHIRUNDU (01)**  
**SALARY SCALE: LGSS/16**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

## **JOB PURPOSE**

Enforce the By laws and provide security to the Council Properties

## **MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**

Form V/Grade 12 School Certificate with Five (5) Credits or better

- (b) **Minimum Vocational/Professional Qualifications**  
Certificate in Security Operations or Equivalent
- (c) **Minimum Relevant Pre-job Experience**  
2 years of Work Experience

**56.0) JOB TITLE: INTERNAL AUDITOR (05) – LUNGA (01), SESHEKE (01), SENG HILL (01), SINAZONGWE (01), MUFULIRA (01)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: AUDIT**

## **JOB PURPOSE**

To manage internal audit operations in order to ensure internal controls are adhered to and safeguard Council assets.

## **MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Accountancy or other professional qualifications such as ACCA II, CIMA II and ZICA Licentiate, ATD, must be a member of ZICA
- (c) **Minimum Relevant Pre-job Experience**  
2 years experience.

**57.0) JOB TITLE: INTERNAL AUDIT ASSISTANT (02) – MUFULIRA (01), LUANSHYA (01)**  
**SALARY SCALE: LGSS/13**  
**DEPARTMENT: AUDIT**

## **JOB PURPOSE**

To undertake internal audit operations in order to ensure internal controls are adhered to and safeguard Council assets.

## **MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Diploma in Accountancy or other professional qualifications such as ACCA II, CIMA II and ZICA Licentiate, ATD
- (c) **Minimum Relevant Pre-job Experience**  
Entry Level

**58.0) JOB TITLE: LAND SURVEYOR (20) – NDOLA (02), KITWE (01), MUMBWA (01), PETAUKE (01), MAMBWE (01), LUANGWA (01), MWINILUNGA (01), MBALA (01), KAPUTA (01), ITEZHI TEZHI (01), CHIKANKATA (01), MONZE (01), CHIRUNDU (01), KAOMA (01), LUAMPA(01), KALUMBILA (01), MWANDI (01), MUSHINDAMO (01), SESHEKE (01)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: PLANNING**

## **JOB PURPOSE**

To coordinate and manage determination and re-establishment of property in order to guide land boundary limits

## **MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in Land surveying or equivalent
- (c) **Minimum of Relevant Pre-job Qualification**

Entry

- 59.0) JOB TITLE: MARKET MASTER (19) – NDOLA (15), MAZABUKA (01), MUFULIRA (01), CHILILABOMBWE (01), SENG HILL (01)**  
**SALARY SCALE: LGSS/16**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

**JOB PURPOSE**

To undertake the administration of markets in order to improve their operations

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/ Professional Qualifications**  
Certificate in Business Administration or equivalent
- (c) Minimum Relevant Pre-job Experience:**  
Entry level

- 60.0) JOB TITLE: MECHANIC (9) – MAZABUKA (01), MUMBWA (01), CHASEFU (01), NGABWE (01), MWINILUNGA (01), MAFINGA (01) KABOMPO (01), KASEMPA (01), KALUMBILA (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

Undertakes effectively the Scheduled Maintenance of Council Fleet, Earth Moving Machines and other related equipment in order to improve Service Delivery to the Public.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/ Professional Qualifications**  
Craft Certificate in Engineering (Mechanical, Mechanical/Electrical, and Vehicle Engineering) and Must be a Member of EIZ
- (c) Minimum Relevant Pre-job Experience:**  
Entry level

- 61.0) JOB TITLE: PERSONAL SECRETARY TO TOWN CLERK (2) – CHIPATA (02)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

**JOB PURPOSE**

To manage the office of the Town Clerk and undertake all secretarial duties in order to facilitate effective operation of the office

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/ Professional Qualifications**  
Diploma in Secretarial with 100/wpm in Shorthand and 65/wpm typewriting speed and Office Management Certificate or Executive Assistant Certificate.
- (c) Minimum Relevant Pre-job Experience:**  
2 Years work experience

- 62.0) JOB TITLE: SUPERINTENDENT – PARKS AND GARDENS (03) – LUANSHYA (01), LIVINGSTONE (01), LUSAKA (01)**  
**SALARY SCALE: LGSS/12**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

Supervises efficiently parks, gardens, open spaces in order to beautify the cities.

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications**  
Diploma / Advanced Certificate in Horticulture, Agroforestry or equivalent.
- (c) Minimum Relevant Pre-job Experience**  
2 years experience

- 63.0) JOB TITLE: PLANNING ASSISTANT (02) – NDOLA (01), CHIENGE (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: PLANNING**

**JOB PURPOSE**

To draught plans for socio-economic and demographical surveys in order to facilitate the preparation of local and area plans

**MAIN REQUIREMENTS**

- (a) Minimum Primary/Secondary Education**  
Form V/ Grade 12 School Certificate
- (b) Minimum Vocational/Professional Qualifications**  
Certificate in Draughtsman or equivalent
- (c) Minimum of Relevant Pre-job Qualification**  
Entry

- 64.0) JOB TITLE: PROCUREMENT OFFICER (08) – CHOMA (01), LUMEZI (01), NKEYEMA (01), KAPUTA (01), LUWINGU (01), KALOMO (01), NYIMBA (01), MWENSE (01)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

**JOB PURPOSE**

To supervise and undertake the procurement of goods and services in order to ensure smooth operations of the Council

**MAIN REQUIREMENTS**

- (a) Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications:**  
Degree in Purchasing and Supply and other professional qualifications such as graduate Diploma in Purchasing and Supply (CIPS) or equivalent
- (c) Minimum Relevant Pre-job Experience:**  
2 years experience

- 65.0) JOB TITLE: PUBLIC RELATIONS OFFICER (15) – LUMEZI (01), MUNGWI (01), MAMBWE (01), CHASEFU (01), GWEMBE (01), LUAMPA (01), ZIMBA (01), MKUSHI (01), CHASEFU (01), NYIMBA (01), KATETE (01), MPIKA (01), PEMBA (01), NAKONDE (01), ISOKA (01)**  
**SALARY SCALE: LGSS/13**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

**JOB PURPOSE**

To undertake dissemination of information to the public in order to have effective communication between the public and the Council

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Diploma in Mass Communication or equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
2 year's experience

66.0) **JOB TITLE: QUANTITY SURVEYOR (13) – NDOLA (01), CHOMA (01), MWANSABOMBWE (01), CHIKANKATA (01), SESHEKE (01), KAFUE (01), KABWE (01), CHITAMBO (01), KALUMBILA (01), CHIPILI (01), MBALA (01), KASAMA (01), SESHEKE (01)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

## JOB PURPOSE

To supervise and undertake the quantification and cost control of building projects in order to facilitate realization of value for money during and after project execution.

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Degree in Quantity Surveying and Must be a Member of ElZ
- (c) **Minimum Relevant Pre-job Experience:**  
Entry

67.0) **JOB TITLE: REGISTRY CLERK (04) – NDOLA (01), MUSHINDAMO (01), CHIPILI (01), SOLWEZI(01)**  
**SALARY SCALE: LGSS/17**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

## JOB PURPOSE

To provide technical support in undertaking registry duties in order to facilitate efficient and reliable record storage and retrieval of information.

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Certificate in Records Management
- (c) **Minimum Relevant Pre-job Experience:**  
2 Years Experience

68.0) **JOB TITLE: REVENUE COLLECTOR (384) – LUSAKA (251),NDOLA (30), CHIPATA (05), KASAMA (05), IKELENGE (02), LUNTE (02), MUSHINDAMO (02), SHANGOMBO (01), NALOLO (10), NSAMA (03), CHONGWE (06), CHILILABOMBWE (01), CHASEFU (02), CHAVUMA (04), CHEMBE (04), ZIMBA (02), LAVUSHIMANDA (02), MPIKA (09), KAWAMBWA (05), MBALA (03), SAMFYA (02), KALABO (05), KALUMBILA (10), MANYINGA (03), KABOMPO (04), ISOKA (02), CHINSALI (10), SOLWEZI(05)**  
**SALARY SCALE: LGSS/18**  
**DEPARTMENT: FINANCE**

## JOB PURPOSE

To undertake the collection of all revenues due to the Council in order to finance its operations.

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Basic Accounting, an added advantage
- (c) **Minimum Relevant Pre-job Experience:**  
Entry Level

69.0) **JOB TITLE: SENIOR BUILDING INSPECTOR (08) – CHILILABOMBWE (01),SOLWEZI (01), MPIKA (01), CHAVUMA (01), KANCHIBIYA (01), RUFUNSA (01), KAPUTA (01), CHIBOMBO (01)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: PLANNING**

## JOB PURPOSE

To supervise and undertake stage building inspections in order to ensure compliance with building standards and regulations

## MAIN REQUIREMENTS

- (a) **Minimum Primary/Secondary Education**  
Full Form 5/Grade 12 School Certificate
- (b) **Minimum Vocational/Professional Qualifications:**  
Degree in Building Science or equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
2 Years experience,

70.0) **JOB TITLE: SENIOR HEALTH INSPECTOR (09) – KAPIRI MPOSHI (01), IKELENGE (01), PEMBA (01), KALUMBILA (01), MPIKA (01), SOLWEZI (01), CHIRUNDU (01), SOLWEZI (02)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: PUBLIC HEALTH**

## JOB PURPOSE

To supervise the delivery of public health services and enforcement of laws on environmental health in order to minimize health and safety hazards

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/ Professional Qualifications**  
Degree in Environmental Health and Member HPCZ
- (c) **Minimum Relevant Pre-job Experience:**  
2 Years experience

71.0) **JOB TITLE: SENIOR LIBRARY ASSISTANT (01) – NDOLA (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: HOUSING AND SOCIAL SERVICES**

## JOB PURPOSE

To supervise and undertake the provision of library Services in order to create a conducive reading environment for information and knowledge sharing.

## MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Diploma in Library Studies or equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
1 year working experience, working for the Local Authority will be added advantage

**72.0) JOB TITLE: SOCIO ECONOMIC PLANNER (05) – MUFULIRA (01), CHOMA (01), RUFUNSA (01), MUNGWI (01), MWANSABOMBWE (01)  
SALARY SCALE: LGSS/07  
DEPARTMENT: PLANNING**

**JOB PURPOSE**

To undertake socio-economic planning in order to enhance implementation of Council development plans and programmes

**MAIN REQUIREMENTS**

- (a) **Minimum Primary/Secondary Education**  
Full Form 5/Grade 12 School Certificate
- (b) **Minimum Vocational/Professional Qualifications:**  
Degree in Development Studies or the equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
Entry Level

**73.0) JOB TITLE: STENOGRAPHER (28) – LUSAKA (05), CHIPANGALI (01), RUFUNSA (01), IKELENGE (01), LUANSHYA (01), KAOMA (01), LAVUSHIMANDA (01), LUAMPA (01), GWEMBE (01), MWINILUNGA (01), MWENSE (01), MUMBWA (01), KASAMA (02), KATETE (01), LAVUSHIMANDA (01), LUANSHYA (01), KALABO (05), MANYINGA (01), CHINSALI (01)  
SALARY SCALE: LGSS/12  
DEPARTMENT: PLANNING**

**JOB PURPOSE**

To provide effectively and efficiently secretarial services in order to enhance smooth operations of the department

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Advanced Certificate in Shorthand/Typing 80/45 wpm
- (c) **Minimum Relevant Pre-job Experience:**  
2 years of work experience.

**74.0) JOB TITLE: STORES CONTROLLER (01) – CHILILABOMBWE (01)  
SALARY SCALE: LGSS/07  
DEPARTMENT: FINANCE**

**JOB PURPOSE**

To manage effectively the storage and distribution of goods in order to ensure smooth operations of the Council.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Degree in Purchasing and Supply and other professional qualifications such as graduate Diploma in Purchasing and Supply (CIPS) or equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
2 years experience

**75.0) JOB TITLE: STORES OFFICER (06) – CHAMA (01), NSAMA (01) SHANGOMBO (1), CHITAMBO (01), CHIKANKATA (01), KALUMBILA (01)  
SALARY SCALE: LGSS/17  
DEPARTMENT: FINANCE**

**JOB PURPOSE**

Provides effectively technical support in the storage of goods in order to ensure availability and safe custody of materials necessary to meet operational and maintenance requirements.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Certificate in Purchasing and Supply (CIPS) or equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
Entry Level.

**76.0) JOB TITLE: SUB INSPECTOR (10) – NSAMA (01), LUNDAZI (01), MWINILUNGA (01), KAPIRI MPOSHI (01), KASENENGWA (01), NALOLO (01), MKUSHI (01), CHIPILI (01), MPULUNGU (01), CHINSALI (01)  
SALARY SCALE: LGSS/16  
DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

**JOB PURPOSE**

Enforce the By laws and provide security to the Council Properties

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Certificate in Security Operations or Equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
1 year of work experience.

**77.0) JOB TITLE: SYSTEMS ANALYST (04) MWENSE (01), KAWAMBWA (01), CHAMA (01), CHAVUMA (01)  
SALARY SCALE: LGSS/08  
DEPARTMENT: FINANCE**

**JOB PURPOSE**

To undertake systems design and administration in order to enhance Council operations

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Diploma in Computer Studies or Equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
At least 2 years working experience in the computer, environment at system analyst level

**78.0) JOB TITLE: TOWN PLANNER (13) – CHILILABOMBWE (02), MWINILUNGA (01), CHIENGE (01), KASENENGWA (01), NALOLO (01), KALUMBILA (02), CHIPILI (01), MUSHINDAMO (01), LUNTE (01), MPIKA (01), SHIWANGANDU (01)  
SALARY SCALE: LGSS/07  
DEPARTMENT: PLANNING**

**JOB PURPOSE**

To undertake town planning in order to attain coordinated and acceptable urban environment

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**

Degree in Urban and Regional Planning or equivalent

- (c) **Minimum Relevant Pre-job Experience:**  
Entry Level

**79.0) JOB TITLE: TYPIST (18) – LUSAKA (03), KALULUSHI (02), MWINILUNGA (01), CHIENGE (01), IKELENGE (01), LUNDAZI (01), ZIMBA (01), NKEYEMA (01), CHONGWE (02), LAVUSHIMANDA (01), MPULUNGU (01), MBALA (02), CHIRUNDU (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

**JOB PURPOSE**

To provide technical support in typing services in order to enhance the operations of the Council.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Intermediate Typing Certificate 45/wpm
- (c) **Minimum Relevant Pre-job Experience:**  
Entry level

**80.0) JOB TITLE: VALUATION OFFICER (10) – LIVINGSTONE (01), CHINSALI (01), MAZABUKA (01), MANSA (01), MWINILUNGA (01), SESHEKE (01) MANYINGA (1), KABWE (01), MBALA (01),**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: VALUATIONS AND REAL ESTATES MANAGEMENT**

**JOB PURPOSE**

To supervise and undertake effectively the provision of valuation services for decision making purposes and to enhance revenue collection of the Council.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Bachelor's Degree in Real Estate or equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
Entry level

**81.0) JOB TITLE: WATER AND SANITATION COORDINATOR (05) – LUANGWA (01), LUANO (01), SHIWANGANDU (01), GWEMBE (1) CHONGWE (1)**  
**SALARY SCALE: LGSS/07**  
**DEPARTMENT: PLANNING**

**JOB PURPOSE**

Overall responsibility for coordination, planning, implementation, monitoring and evaluation of all activities under the National Rural Water Supply and Sanitation Program within the district and for ensuring sustainable operation and maintenance of water supply and sanitation facilities.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Degree / Diploma in Water Engineering.
- (c) **Minimum Relevant Pre-job Experience:**  
Entry level

**82.0) JOB TITLE: WORKS SUPERVISOR (2) – KALULUSHI (01), CHAVUMA (01)**  
**SALARY SCALE: LGSS/14**  
**DEPARTMENT: ENGINEERING/WORKS**

**JOB PURPOSE**

Supervises efficiently Council building and maintenance of general project management in order to improve the life span of the Council Buildings

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Trade Tested Certificate in or equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
Entry level

**83.0) JOB TITLE: SENIOR SECURITY OFFICER (01) – CHINSALI (01)**  
**SALARY SCALE: LGSS/08**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

Planning and controlling security activities in the Council in order to protect Council property and staff.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Advanced Certificate/Diploma in Security Operations or Ex-Military Police/Intelligence Officer with
- (c) **Minimum Relevant Pre-job Experience:**  
not less than 3 years experience in a supervisory position.

**84.0) JOB TITLE: SENIOR QUANTITY SURVEYOR (05) – LIVINGSTONE (01), KABWE (01), CHILILABOMBWE (01), KALUMBILA (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: ENGINEERING SERVICES**

**JOB PURPOSE**

Manages efficiently quantifying Council projects, cost control of the projects and the general evaluation of contracts and contractors' claims.

**MAIN REQUIREMENTS**

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Degree in Quantity Surveying and Must be a Member of ElZ
- (c) **Minimum Relevant Pre-job Experience:**  
3 years experience , working for the Local Authority will be added advantage

**85.0) JOB TITLE: SECURITY OFFICER (02) – SERENJE (01), MPULUNGU (01)**  
**SALARY SCALE: LGSS/10**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

**JOB PURPOSE**

To coordinate the enforcement of by- laws and regulations in order to ensure secure safety of Council installations

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Certificate in Security Operations or Equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
2 Years experience, working for the Local Authority will be added advantage

**86.0) JOB TITLE: INFORMATION TECHNOLOGY MANAGER (02) – NDOLA (01), KASAMA (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: FINANCE**

#### JOB PURPOSE

Manages the development and the maintenance of Council's information technology systems for effective operations of the Council

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications**  
Degree in information technology
- (c) **Minimum Relevant Pre-job Experience**  
3 years working experience

**87.0) JOB TITLE: LEGAL OFFICERS (11) – LUSAKA (05), NDOLA (01), MUFULIRA (01), NAKONDE (01), MPIKA (01), SESHEKE (01), KALUMBILA (1)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: LEGAL SERVICES**

#### JOB PURPOSE

To supervise and undertake the administration of litigation and other matters in order to protect Council interests

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational /Professional Qualifications**  
Bachelor of Laws and an Advocate of the High Court of Zambia
- (c) **Minimum Relevant Pre-Job Experience**  
2 years experience

**88.0) JOB TITLE: SENIOR LAND SURVEYOR (01) – NDOLA (01)**  
**SALARY SCALE: LGSS/06**  
**DEPARTMENT: PLANNING**

#### JOB PURPOSE

To coordinate and manage the determination and re-establish property boundaries in order to guide land ownership limits

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Degree in Engineering or equivalent
- (c) **Minimum Relevant Pre-job Experience:**

2 years working experience with 1 year at middle Management, working for the Local Authority will be added advantage

**89.0) JOB TITLE: TOWN SERGEANT (05) – NDOLA (01), MASAITI (01), LUAMPA (01), LAVUSHIMANDA (01), MPULUNGU (01)**  
**SALARY SCALE: LGSS/12**  
**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION**

#### JOB PURPOSE

Enforce By-Laws and provide Security to Council Assets and Staff

#### MAIN REQUIREMENTS

- (a) **Minimum Primary/Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Certificate in Security Operations or Equivalent
- (c) **Minimum Relevant Pre-job Experience:**  
At least 3 years working experience in the Local Authority

**90.0) JOB TITLE: DEPUTY COUNCIL SECRETARY (07) – LUNGA (01), MUSHINDAMO (01), LUAMPA (01), NSAMA (01), KAWAMBWA (01), SAMFYA (01), CHILUBI (01)**  
**SALARY SCALE: LGSS/05**  
**DEPARTMENT: GENERAL ADMINISTRATION**

#### JOB PURPOSE

To assist Council Secretary To oversee and manage the operations of the Council in order to ensure effective delivery of quality services to the community.

#### MAIN REQUIREMENTS

- (a) **Minimum Secondary Education**  
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) **Minimum Vocational/Professional Qualifications:**  
Degree in Law, Economics, Public Administration, Social Work, Sociology, Business Administration and Human Resource Management or equivalent
- (c) **Minimum Relevant Pre-job Experience**  
3 Years' experience

**TOTAL NUMBER OF POSITIONS = 927**

#### APPLICATION GUIDELINES

- All applicants must be Zambian Nationals with a Green National Registration Card.
- Aged between 18 to 45 years (**Not applicable for In-Service applicants**).
- Employees in the Local Government Service are encouraged to apply.
- Persons with disabilities are encouraged to apply
- Applicants are advised to apply for one position only and failure to abide will invalidate the applications.
- Applicants must belong to relevant Professional Bodies.
- All applications must be deposited to the Post Office as Registered Mail indicating clearly on the envelope the position applied for and the Council.
- **All application letters should be sent through EMS Courier at the nearest post Office addressed to the Principal Officers of the Council where the vacancy is indicated.**
- **No applications will be accepted at the Local Government Service Commission.**

- Only candidates who meet the minimum qualifications must apply.

Closing date for receiving applications is **31<sup>st</sup> August, 2022**.  
Only successful candidates will be communicated to.

Douglas Ngimbu (Mr.)  
Commission Secretary

**LOCAL GOVERNMENT SERVICE COMMISSION**

**[www.lgsc.gov.zm](http://www.lgsc.gov.zm)**