



REPUBLIC OF ZAMBIA
LOCAL GOVERNMENT SERVICE COMMISSION
P.O BOX 36931
LUSAKA

VACANCIES ANNOUNCEMENT (INTERNAL AND EXTERNAL):

ADVERTISEMENT NO. 2 OF 2023

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: LEGAL ASSISTANT x (01)

NGABWE (01)

**SALARY SCALE: LGSS/10
DEPARTMENT: LEGAL SERVICES**

JOB PURPOSE

To undertake the processing of legal matters for the Legal services Department. Provide Administrative support in the legal services department, fact checking and compiling case evidence, submission of court documents and managing client communication.

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

2.0) JOB TITLE: ASSISTANT ACCOUNTANT x (07)

SHIBUYUNJI (01), KAPUTA (01), KABOMPO (01), LUAMPA (01), NKEYEMA (01), CHOMA (01), CHINSALI (02) SALARY SCALE: LGSS/10

To undertake and supervise the financial mobilization of resources in order to finance the operations of the Council. Prepare financial statements and assist in the preparation of council budgets

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.

3.0) JOB TITLE: ASSISTANT ARCHITECT x (1)

**SAMFYA (01)
SALARY SCALE: LGSS/10
DEPARTMENT: ENGINEERING**

JOB PURPOSE

Prepare structure specifications, prepare scaled drawings and documents, meet with clients to determine objectives and requirements for structures.

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 Architecture, Member of ZIA
- (c) **Minimum Relevant Pre-job Experience**
Entry Level

**4.0) JOB TITLE: ARCHITECT x (1)
CHOMA (01)**

**SALARY SCALE: LGSS/10
DEPARTMENT: ENGINEERING**

JOB PURPOSE

Prepare structure specifications, prepare scaled drawings and documents, meet with clients to determine objectives and requirements for structures.

MAIN REQUIREMENTS

- (d) **Minimum Secondary Education**
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (e) **Minimum Vocational/Professional Qualifications**
Degree in Architecture, Member of ZIA
- (f) **Minimum Relevant Pre-job Experience**
Entry Level

5.0) JOB TITLE: BUILDING INSPECTOR x (22)

MBALA (01), MPULUNGU (01), SOLWEZI (01), MULOBEZI (01), ZIMBA (01), SHIBUYUNJI (01), CHITAMBO (01), MKUSHI (01), NDOLA (03), MASAITI (01), LUFWANYAMA (01), MPONGWE (01), MWENSE (01), CHIPIILI (01), NCHELENGE (01), CHEMBE (01), LUSAKA (03), MANSA (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 x (53)

NGABWE (01), CHISAMBA (01), SHIBUYUNJI (01), CHITAMBO (01), LUANO (2), MUMBWA (01), MKUSHI (01), MUFULIRA (01), KALULUSHI (01), KITWE (01), LUANSHYA (02), MPONGWE (01), CHADIZA (01), CHAMA (01), LUMEZI (01), LUSANGAZI (01), PETAUKE (01), MAMBWE (01), MWENSE (01), CHIENGE (01), MWANSABOMBWE (01), KAWAMBWA (01), MILENGE (01), LUNGA (01), RUFUNSA (01), CHILANGA (01), LUANGWA (01), LAVUSHIMANDA (01), MAFINGA (01), KANCHIBIYA (01), SHIWANGANDU (01), KAPUTA (01), LUNTE (01), MPULUNGU (01), CHAVUMA (01), MANYINGA (01), IKELENGE (01), MUSHINDAMO (01), NKEYEMA (01), LUAMPA (01), KALABO (01), SHANGOMBO (01), SIOMA (01), NALOLO (01), MULOBEZI (01), ZIMBA (01), LIVINGSTONE (02), GWEMBE (01), ITEZHI TEZHI (01), SINAZONGWE (01), SIAVONGA (01), KALOMO (01), NAMWALA (01), SALARY SCALE: LGSS/10 DEPARTMENT: ENGINEERING

JOB PURPOSE

To manage and supervise effectively ALL projects with civil works implemented by the Local Authority.

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 x (4)

NCHELENGE (01), MUNGWU (01), ZAMBEZI (01), MWINILUNGA (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 INTERNAL AUDITOR x (8)

LUMEZI (01), CHIPATA (01), ISOKA (01), NSAMA (01), KABOMPO (01), LUKULU (01), SIOMA (01), CHADIZA (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.

9.0) JOB TITLE: ASSISTANT LAND SURVEYOR x (08)

CHISAMBA (01), MKUSHI (01), CHIPATA (01), LUNDAZI (01), SAMFYA (01), CHINSALI (01), MANYINGA (01), CHIRUNDU (01)

SALARY SCALE: LGSS/10 DEPARTMENT: PLANNING

JOB PURPOSE:

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

MAIN REQUIRMENTS

- (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

10.0) JOB TITLE: MECHNICAL ENGINEER X 2

CHOMA (01), KALULUSHI (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**
Degree in Mechanical Engineering or equivalent must be a Member of EIZ
- (c) **Minimum Relevant Pre-job Experience**
2 years' experience

11.0) JOB TITLE: SETTLEMENTS OFFICER x (1)

SOLWEZI (01)
SALARY SCALE: LGSS/10
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**
Diploma in Social Work or equivalent
- (c) **Minimum Relevant Pre-job Experience**
Entry level.

12.0) JOB TITLE: ASSISTANT TOWN PLANNER x (01)

CHILILABOMBWE (01)
SALARY SCALE: LGSS/10
DEPARTMENT: PLANNING

JOB PURPOSE

To undertake town planning in order to attain Coordinated and acceptable urban development.

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

13.0) JOB TITLE: ASSISTANT PROCUREMENT OFFICER x (19)

KABWE (01), CHIBOMBO (01), LUANO (01), LUFWANYAMA (01), LUNGA (01), CHILANGA (01), MAFINGA (01), MBALA (01), MWANDI (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

14.0) JOB TITLE: ASSISTANT SETTLEMENTS OFFICER x (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: AUTO ELECTRICIAN x (1)

CHILILABOMBWE (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

16.0) JOB TITLE: SOCIAL ECONOMIC PLANNER x (35)

MUFULIRA (01), MUMBWA (01), CHINGOLA (02), MASAITI (01), LUFWANYAMA (01), MPOGWE (01), CHAMA (01), LUMEZI (01), SINDA (01), CHIFUNABULI (01), NCHELENGE (01), KAWAMBWA (01), LAVUSHIMANDA (01), KANCHIBIYA (01), KASAMA (01), MPOROKOSO (01), SENGA HILL (01), SOLWEZI (01), CHAVUMA (01), MUSHINDAMO (01), KAOMA (01), SENANGA (01), NKEYEMA (01), LUAMPA (01), KALABO (01), SHANGOMBO (01), SIOMA (01), NALOLO (01), MULOBEZI (01), KAZUNGULA (01), CHIRUNDU (01), MONZE (01), SINAZONGWE (01), KALOMO (01)

SALARY SCALE: LGSS/07
DEPARTMENT: PLANNING

JOB PURPOSE

To undertake effectively the planning of social economic programs in order to improve the wellbeing of citizens, enhance citizen participation in development programs, prepare project proposals, budgets and conduct monitoring and evaluation.

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 Development studies, Social Work or equivalent
- (c) **Minimum Relevant Pre-job Experience**
Entry level.

17.0) JOB TITLE: HUMAN RESOURCE OFFICER x (06)

KATETE (01), RUFUNSA (01), NSAMA (01), SHANGOMBO (01)

SALARY SCALE: LGSS/10

DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION

JOB PURPOSE

To undertake the processing of Appointments and Separations cases in order to facilitate their resolution and disposal by the Human Resource Management Committee and escalate to 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
- c) or equivalent, Must be a member of ZIHRM
- d) **Minimum Relevant Pre-job Experience**
Entry Level

18.0) JOB TITLE: ASSISTANT HOUSING OFFICER x (01)

CHILILABOMBWE (01)

SALARY SCALE: LGSS/14

DEPARTMENT: HOUSING AND SOCIAL SERVICES

JOB PURPOSE

Undertake the processing of cases for resettling people

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 Social work or equivalent
- c) **Minimum Relevant Pre-job Experience**
Entry Level.

19.0) JOB TITLE: COMMITTEE CLERK x (02)

CHIPATA (01), CHAMA (01)

SALARY SCALE: LGSS/10

DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION

JOB PURPOSE

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**
Diploma in Public Administration or equivalent
- c) **Minimum Relevant Pre-job Experience**
2 years' experience.

20.0) JOB TITLE: ASSISTANT COMMITTEE CLERK x (8)

VUBWI (01), KATETE (01), CHEMBE (01), SOLWEZI (01), MWINILUNGA (01), SINAZONGWE (01), CHITAMBO (01), CHADIZA (01)

SALARY SCALE: LGSS/12

DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION

JOB PURPOSE

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.**
Diploma in Business administration or equivalent
- (c) **Minimum Relevant Pre-job Experience**
Entry level.

21.0) JOB TITLE: COMMUNITY DEVELOPMENT OFFICER x (4)

NDOLA (01), PETAUKE (01), MWANSABOMBWE (01), MPOROKOSO (01), CHAVUMA (01)

SALARY SCALE: LGSS/08

DEPARTMENT: HOUSING AND SOCIAL SERVICES JOB

PURPOSE

Community mobilization, sensitization, 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 social work, Development Studies or equivalent
- (c) **Minimum Relevant Pre-job Experience**
Two (2) years' Experience

22.0) JOB TITLE: ASSISTANT COMMUNITY DEVELOPMENT OFFICER x (1) LUPOSOSHI (01)

SALARY SCALE: LGSS/08
DEPARTMENT: HOUSING AND SOCIAL SERVICES

JOB PURPOSE

To provide and offer skills training to members of the Community and undertake community mobilization

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 Social work, community development or equivalent
- c) **Minimum Relevant Pre-job Experience**
Entry Level

23.0) JOB TITLE: CIVIL ENGINEER (12)

NDOLA (02), CHILILABOMBWE (02), MBALA (01), MONGU (01), KALULUSHI (01), KITWE (02), LUANSHYA (02), CHINSALI (01),

SALARY SCALE: LGSS/06
DEPARTMENT: ENGINEERING

JOB PURPOSE

To manage civil works including 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

24.0) JOB TITLE: COMMERCIAL MANAGER x (1) KABWE (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, Hospitality Management or Equivalent
- (c) **Minimum Relevant Pre-job Experience**
3 years' experience

25.0) JOB TITLE: DEPUTY DIRECTOR OF WORKS x (12)

CHADIZA (01), LUNDAZI (01), CHIPILI (01), CHEMBE (01), KAPUTA (01), MPULUNGU (01), KABOMPO (01), SENANGA (01), MITETE (01), ZIMBA (01), CHIRUNDU (01), MONZE (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

26.0) JOB TITLE: DISTRICT AIDS COORDINATION ADVISOR x (5)

CHITAMBO (01), LUMEZI (01), MITETE (01), IKELENGE (01), CHOMA (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 multisectoral 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

27.0) JOB TITLE: PARKS MANAGER x (02) LIVINGSTONE (01), LUANSHYA (01)

SALARY SCALE: LGSS/07
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**
Degree in Natural Resources, Horticulture, Agroforestry or Equivalent
- (c) **Minimum Relevant Pre-job Experience**
Entry Level

28.0) JOB TITLE: ENVIRONMENTAL HEALTH TECHNOLOGIST x (05)

NDOLA (03), CHIPATA (01), KATETE (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
- (d) **Minimum Relevant Pre-job Experience**
Entry Level

29.0) JOB TITLE: PARKS SUPERINTENDENT x (01) MUNGWI (01),

SALARY SCALE: LGSS/12 DEPARTMENT: ENGINEERING SERVICES

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, Forestry, Horticulture, Natural or the equivalent
- (c) **Minimum Relevant Pre-job Experience**
Entry Level

30.0) JOB TITLE: FUNERAL SUPERINTENDENT X (03) CHONGWE (01), CHOMA (01) AND LIVINGSTONE (01)

DEPARTMENT: PUBLIC HEALTH

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**
Degree in Environmental Health, Membership to the Professional Body required HPCZ
- (c) **Minimum Relevant Pre-job Experience**
2 years

31.0) JOB TITLE: HEALTH EDUCATION OFFICER x (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

32.0) JOB TITLE: HEALTH EDUCATION ASSISTANT x (02), DISTRICTS - KATETE (01), CHILANGA (01)

DEPARTMENT: PUBLIC HEALTH

SALARY SCALE: LGSS/10

JOB PURPOSE

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

33.0) JOB TITLE: HEALTH INSPECTOR (9) – PETAUKE (01), MUNGWI (01), CHOMA (01), KAPUTA (01), MUFUMBWE (01), KABOMPO (01), MWANSABOMBWE (01), LUPOSOSHI (01), ZAMBEZI (01)

SALARY SCALE: LGSS/08

MAIN REQUIREMENTS

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**
Degree in Environmental Health or equivalent
- (c) **Minimum Relevant Pre-job Experience**
Entry Level
- (e) **HPCZ registration valid practicing cert.**

**34.0) JOB TITLE: INTERNAL AUDITOR X (05)
NDOLA (02), CHIPILI (01), CHIENGI (01), KALABO (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.

**35.0) JOB TITLE: INTERNAL AUDIT ASSISTANT
(01) – MWANSABOMBWE (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

36.0) JOB TITLE: LAND SURVEYOR x (14)

MUMBWA (01), CHIPATA (01), KASENENGWA (01), CHASEFU (01), SAMFYA (01), LAVUSHIMANDA (01), CHAVUMA (01), KALUMBILA (01), KAOMA (01), MWANDI (01), SESHEKE (01), LUAMPA (01), ITEZHI TEZHI (01), SHIWANGANDU (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 Level

**37.0) JOB TITLE: MECHANIC x (3)
LUPOSOSHI (01), MWINILUNGA (01), KAOMA (01),**

**SALARY SCALE: LGSS/14
DEPARTMENT: ENGINEERING SERVICES**

JOB PURPOSE

Undertake 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**
Certificate in Engineering (Mechanical, Mechanical/Electrical. and Vehicle Engineering) and Must be a Member of EIZ
- (c) **Minimum Relevant Pre-job Experience:**
Entry level

**38.0) JOB TITLE: SUPERINTENDENT HIGHWAYS x3
(01) – NDOLA (01), KATETE (01), MBALA (01)**

**SALARY SCALE: LGSS/12
DEPARTMENT: ENGINEERING SERVICES**

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**
Diploma in Civil Engineering or equivalent
- (c) **Minimum Relevant Pre-job Experience**
2 years' experience

39.0) JOB TITLE: QUANTITY SURVEYOR x (44)

NDOLA (01), CHOMA (01), MWANSABOMBWE (01), NGABWE(01), SHIBUYUNJI (01), KAFUE (01), KABWE (01), CHITAMBO (01), LUANO (01), CHIPILI (01), MBALA (01), MUMBWA (01), SESHEKE (01) KALULUSHI (01), KITWE (02), NDOLA (01), KASENENGWA (01), LUSANGAZI (01), LUNDAZI (01), PETAUKE (01), VUBWI (01), KATETE (01), MAMBWE (01), MWENSE (01), CHIPILI (01), SAMFYA (01), KAWAMBWA (01) CHILANGA (01), LUANGWA (01), KAFUE (01), MPULUNGU (01), MUFUMBWE (01), MUSHINDAMO (01), KAOMA (01), MAZABUKA (01), ZIMBA (01), MONZE (01), GWEMBE (01), ITEZHI TEZHI (01), LUSAKA (05).

**SALARY SCALE: LGSS/07
DEPARTMENT: ENGINEERING**

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 Member of EIZ
- (c) **Minimum Relevant Pre-job Experience**
2 years' experience

40.0) JOB TITLE: ASSISTANT QUANTITY SURVEYOR x (01) LAVUSHIMANDA (01)

**SALARY SCALE: LGSS/10
DEPARTMENT: ENGINEERING**

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:**
Diploma in Quantity Surveying and Must be a Member of EIZ
- (c) **Minimum Relevant Pre-job Experience**
Entry Level

**41.0) JOB TITLE: PROGRAMMER X (03)
KATETE (01), CHIENGE (01), NGABWE (01)**

**DEPARTMENT: FINANCE AND ACCOUNTING
SALARY SCALE: LGSS/10**

JOB PURPOSE

Ensure efficient and effective software and operating system function. Design and create software programs, integrating systems and software, training user departments on how to use various programs/software.

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:**
Entry level

42.0) JOB TITLE: PUBLIC RELATIONS OFFICER X (18)

NALOLO (01), MULOBEZI (01), VUBWI (01), CHIENGI (01), MWANSABOMBWE (01), KAWAMBWA (01), MILENGE (01), LUNGA (01), KANCHIBIYA (01), SHIWANGANDU (01), LUNTE (01), LUPOSOSHI (01), NKEYEMA (01), MITETE (01), LUAMPA (01), LUKULU (01), SHANGOMBO (01), MONGU (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:**
Degree in Mass Communication or equivalent
- (c) **Minimum Relevant Pre-job Experience:**
2 years' experience

43.0) JOB TITLE: ENVIRONMENTAL PLANNER X (09)
KATETE (01), NCHELENGE (01), LUNGA (01), LUSAKA (02), CHITAMBO (01), KABWE (01), CHISAMBA (01), SHIBUYUNJI (01).

SALARY SCALE: LGSS/07
DEPARTMENT: PLANNING

JOB PURPOSE

To conduct assessments of the environmental impact of proposed developments, reviewing plans and gathering data for sustainable 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 Environmental engineering/management, natural resources or equivalent and Member of ZIPS
- (c) **Minimum Relevant Pre-job Experience:**
Entry Level

44.0) JOB TITLE: LIBRARIAN (01)
CHILILABOMBWE (01)
SALARY SCALE: LGSS/07
DEPARTMENT: HOUSING AND SOCIAL SERVICES

JOB PURPOSE

To coordinate 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:**
Degree in Library and information Studies or equivalent
- (c) **Minimum Relevant Pre-job Experience:**
1-year working experience, working for the Local Authority will be an added advantage

45.0) JOB TITLE: STENOGRAPHER (09)
LUSAKA (01), KABWE (01), CHAMA (01), MAFINGA (01), NSAMA (01), SOLWEZI (01), SESHEKE (01), LUKULU (01),
SALARY SCALE: LGSS/12
DEPARTMENT: INSTITUTIONAL MANAGEMENT

JOB PURPOSE

To provide effectively and efficiently secretarial services in order to enhance smooth operations of the Local authority.

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:**

46.0) JOB TITLE: LIBRARY ASSISTANT x (01)

LUSAKA (01) SALARY SCALE: LGSS/10
DEPARTMENT: HOUSING AND SOCIAL SERVICES

JOB PURPOSE

To coordinate 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:**
Degree in Library and information Studies or equivalent
- (c) **Minimum Relevant Pre-job Experience:**
1-year working experience, working for the Local Authority will be an added advantage.

47.0) JOB TITLE: STORES CONTROLLER (01)
MUFULIRA (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, other professional qualifications such as graduate Diploma in Purchasing and Supply (CIPS LEVEL 6) or equivalent
- (c) **Minimum Relevant Pre-job Experience:**
2 years' experience

48.0) JOB TITLE: ASSISTANT STORES OFFICER X (04)
CHITAMBO (01), SENANGA (01), NDOLA (02)
SALARY SCALE: LGSS/10
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:**
Diploma in Purchasing and Supply (CIPS) or equivalent
- (c) **Minimum Relevant Pre-job Experience:**
Entry Level.

49.0) JOB TITLE: SYSTEMS ANALYST X (03)
CHIPATA (01), LUAMPA (01), NGABWE (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

50.0) JOB TITLE: TOWN PLANNER X (16)

CHILILABOMBWE (01), NALOLO (01), GWEMBE (01), LUNDAZI (01), MANSA (01), CHIENGI (01), CHEMBE (01), LAVUSHIMANDA (01), MAFINGA (01), KAPUTA (01), LUWINGU (01), MPOROKOSO (01), MUFUMBWE (01), KASEMPA (01), KAOMA (01), SENANGA (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

51.0) JOB TITLE: VALUATION OFFICER X (10)

LIVINGSTONE (01), CHINSALI (01), KAPIRI MPOSHI (01), NCHELENGE (01), KASEMPA (01)
SALARY SCALE: LGSS/07
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

52.0) JOB TITLE: ASSISTANT VALUATION OFFICER X (04)

CHINSALI (01), KAPIRI MPOSHI (01), NCHELENGE (01), KASEMPA (01)
SALARY SCALE: LGSS/10
DEPARTMENT: VALUATIONS AND REAL ESTATES MANAGEMENT

JOB PURPOSE

To 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:**
Diploma in Real Estate studies or equivalent
- (c) **Minimum Relevant Pre-job Experience:**
Entry level

53.0) JOB TITLE: WATER AND SANITATION COORDINATOR x (05)

KASEMPA (01), KALABO (01), ISOKA (01), MUSHINDAMO (01), SINAZONGWE (01),

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

54.0) JOB TITLE: SECURITY OFFICER x (03)
LUSAKA (01), NAKONDE (01), CHILILABOMBWE (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

55.0) JOB TITLE: PEST CONTROL SUPERINTENDENT x (02)
KATETE (01), LUSAKA (01)

SALARY SCALE: LGSS/08
DEPARTMENT: PUBLIC HEALTH

JOB PURPOSE

To inspect buildings and premises for signs of pest infestations, determine the treatment needed to eliminate pests in order to prevent outbreaks and protect 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 Environmental Health, Agriculture or the equivalent
- (c) **Minimum Relevant Pre-job Experience**
Entry Level

56.0) JOB TITLE: ASSISTANT PEST CONTROL SUPERINTENDENT (01) KATETE (01),

SALARY SCALE: LGSS/09
DEPARTMENT: PUBLIC HEALTH

JOB PURPOSE

To inspect buildings and premises for signs of pest infestations, determine the treatment needed to eliminate pests in order to prevent outbreaks and protect 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 Environmental Health, Agriculture or the equivalent

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

57.0) JOB TITLE: CLEANSING SUPERINTENDENT X (01) KATETE (01),

SALARY SCALE: LGSS/08
DEPARTMENT: PUBLIC HEALTH

JOB PURPOSE

To inspect buildings and premises for signs of pest infestations, determine the treatment needed to eliminate pests in order to prevent outbreaks and protect 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 Environmental Health or the equivalent
- (c) **Minimum Relevant Pre-job Experience**
Entry Level

58.0) JOB TITLE: LEGAL OFFICERS X (05)

LUSAKA (02), NDOLA (01), MUFULIRA (01), NAKONDE (01), MAZABUKA (01), CHIPATA (01), CHILILABOMBWE (01), LIVINGSTONE (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

59.0) JOB TITLE: TOWN SERGEANT X (03)

CHILILABOMBWE (01), KATETE (01), NAKONDE (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. Local Authority experience will be an added advantage.

60.0) JOB TITLE: PRINTING OFFICER X (01)

KITWE (01),

SALARY SCALE: LGSS/12

DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION

JOB PURPOSE

Organizing and coordinating printing projects from start to finish, maintaining relationships with vendors and suppliers ensuring the quality of printed materials before delivery. Managing budgets and expenses related to printing projects.

MAIN REQUIREMENTS

- (a) Minimum Primary/Secondary Education**
Form V/Grade 12 School Certificate with Five (5) Credits or better
- (b) Minimum Vocational/Professional Qualifications:**
Diploma in printing or Equivalent
- (c) Minimum Relevant Pre-job Experience:**
At least 2 years working experience

TOTAL NUMBER OF POSITIONS = 414

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 **(INCLUDE FORM 6)**
- 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 Commission Secretary and sent to the address below;**

**The Commission Secretary
Local Government Service Commission
Plot 2020, Church Road
P.O Box 36931
Lusaka.**

- **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 19th January, 2024. Only successful candidates will be communicated to.

M. Mbumba (Mr.) Commission Secretary
LOCAL GOVERNMENT SERVICE COMMISSION

www.lgsc.gov.zm