



REPUBLIC OF ZAMBIA
OFFICE OF THE PRESIDENT
LOCAL GOVERNMENT SERVICE COMMISSION

P.O BOX 36931
LUSAKA

VACANCY ANNOUNCEMENT (INTERNAL AND EXTERNAL):

ADVERTISEMENT NO. 3 OF 2024

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 with a high level of integrity to fill the following vacant positions in various Local Authorities across the Country.

1.0 JOB TITLE: COUNCIL ADVOCATE X 108

LUSAKA PROVINCE x 2

Luangwa (01), Rufunsa (01)

CENTRAL PROVINCE x 10

Chibombo (01), Chitambo (01), Ngabwe (01), Luano (01), Kapiri Mposhi (01), Mumbwa (01), Serenje (01), Chisamba (01), Shibuyunji (01), Mkushi (01)

COPPERBELT PROVINCE X 3

Lufwanyama (01), Mpongwe (01), Masaiti (01)

EASTERN PROVINCE X 14

Vubwi (01), Sinda (01), Katete (01), Petauke (01), Lundazi (01), Chadiza (01), Nyimba (01), Lumezi (01), Kasenengwa (01), Lusangazi (01), Chasefu (01), Chama (01), Chipangali (01) Mambwe (01).

LUAPULA PROVINCE X 11

Mwense (01), Samfya (01), Chienge (01), Nchelenge (01) Kawambwa (01), Chembe (01), Chipili (01), Lunga (01), Mwansabombwe (01), Milenge (01), Chifunabuli (01)

MUCHINGA PROVINCE X 7

Shiwangandu (01), Isoka (01), Mpika (01), Nakonde (01) Mafinga (01), Kanchibiya (01), Lavushimanda (01)

NORTHERN PROVINCE x 10

Mporokoso (01), Mpulungu (01), Nsama (01), Mungwi (01), Luwingu (01), Senga Hill (01), Lunte (01), Chilubi (01), Lupososhi (01), Kaputa (01)

NORTHWESTERN PROVINCE X 10

Zambezi (01), Kabompo (01), Kasempa (01), Mufumbwe (01) Chavuma (01), Mwinilunga (01), Ikelenge (01), Manyinga (01) Mushindamo (01), Kalumbila (01)

SOUTHERN PROVINCE X 12

Sinazongwe (01), Gwembe (01), Monze (01), Siavonga (01), Kazungula (01), Namwala (01), Chikankata (01), Pemba (01), Kalomo (01), Chirundu (01), Itezhi-Tezhi (01) Zimba (01)

WESTERN PROVINCE X 15

Sioma (01), Kalabo (01), Kaoma (01), Luampa (01), Lukulu (01), Senanga (01) Nalolo (01) Sesheke (01) Shangombo (01), Mulobezi (01) Nkeyema (01) Mitete (01) Limulunga (01) Sikongo (01), Mwandji (01)

SALARY SCALE: LGSS/06

DEPARTMENT: LEGAL SERVICES

JOB PURPOSE

Ensure consistent interpretation and application of the Law, conduct legal research and institute legal enquiry when need arises. Provide legal advisory services to the Local Authority and represent the institution at meetings, arbitrations, negotiations and Litigation in matters of interest to the Local Authority. Coordinate enforcement procedures and processes in liaison with other departments. 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. Supervise and Head the Legal unit at Town Council Level.

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 Degree (LLB)
- Advocate of the High court of Zambia
- Highly computer literate able to write and present reports
- Membership with the Law association of Zambia with valid practicing certificate

(c) Minimum Relevant Pre-job Experience

- One year experience working for a Law firm or any other entity in the Legal department. Work experience with a Local Authority will be an added advantage

JOB PURPOSE

To undertake the processing of legal matters for the Legal Services Department. Conduct legal research, Provide administrative support in the Legal Services Department, fact

2.0) JOB TITLE: SENIOR LEGAL ASSISTANT x 183

LUSAKA PROVINCE x 4

Luangwa (02), Rufunsa (02)

CENTRAL PROVINCE x 18

Chibombo (01), Chitambo (02), Ngabwe (01), Luano (02), Kapiri Mposhi (02), Mumbwa (02), Serenje (02), Chisamba (02), Shibuyunji (02), Mkushi (02)

COPPERBELT PROVINCE X 5

Lufwanyama (02), Mpongwe (02), Masaiti (01)

EASTERN PROVINCE X 28

Vubwi (02), Sinda (02), Katete (02), Petauke (02), Lundaz (02), Chadiza (02), Nyimba (02), Lumezi (02), Kasenengwa (02), Lusangazi (02), Chasefu (02), Chama (02), Chipangali (02) Mambwe (02).

LUAPULA PROVINCE X 22

Mwense (02), Samfya (02), Chienge (02), Nchelenge (02) Kawambwa (02), Chembe (02), Chipili (02), Lunga (02), Mwansabombwe (02), Milenge (02), Chifunabuli (02)

MUCHINGA PROVINCE X 13

Shiwangandu (02), Isoka (02), Mpika (02), Nakonde (01) Mafinga (02), Kanchibiya (02), Lavushimanda (02)

NORTHERN PROVINCE x 20

Mporokoso (02), Mpulungu (02), Nsama (02), Mungwi (02), Luwingu (02), Senga Hill (02), Lunte (02), Chilubi (02), Lupososhi (02), Kaputa (02)

NORTHWESTERN PROVINCE X 20

Zambezi (02), Kabompo (02), Kasempa (02), Mufumbwe (02) Chavuma (02), Mwinilunga (02), Ikelenge (02), Manyinga (02) Mushindamo (02), Kalumbila (02)

SOUTHERN PROVINCE X 23

Sinazongwe (02), Gwembe (02), Monze (02), Siavonga (02), Kazungula (02), Namwala (02), Chikankata (01), Pemba (02), Kalomo (02), Chirundu (02), Itezhi-Tezhi (02) Zimba (02)

WESTERN PROVINCE X 30

Sioma (02), Kalabo (02), Kaoma (02), Luampa (02), Lukulu (02), Senanga (02) Nalolo (02) Sesheke (02) Shangombo (02), Mulobezi (02) Nkeyema (02) Mitete (02) Limulunga (02) Sikongo (02), Mwandji (02)

SALARY SCALE: LGSS/08

DEPARTMENT: LEGAL SERVICES

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

- Bachelor of Laws Degree (LLB)
- Computer Literate

(C) Minimum Relevant Pre-job Experience Entry Level

3.0) JOB TITLE: ARCHITECT x 96

LUSAKA PROVINCE x 4

Luangwa (01), Rufunsa (01), Chilanga (01), Kafue (01)

CENTRAL PROVINCE x 10

Chibombo (1), Chitambo (01), Ngabwe (01), Luano (01), Kapiri Mposhi (01), Mumbwa (01), Serenje (01), Chisamba (01), Shibuyunji (01), Mkushi (01)

COPPERBELT PROVINCE X 3

Lufwanyama (01), Mpongwe (01), Masaiti (01)

EASTERN PROVINCE X 14

Vubwi (01), Sinda (01), Katete (01), Petauke (01), Lundazi (01), Chadiza (01), Nyimba (01), Lumezi (01), Kasenengwa (01), Lusangazi (01), Chasefu (01), Chama (01), Chipangali (01) Mambwe (01).

LUAPULA PROVINCE X 11

Mwense (01), Samfya (01), Chienge (01), Nchelenge (01) Kawambwa (01), Chembe (01), Chipili (01), Lunga (01), Mwansabombwe (01), Milenge (01), Chifunabuli (01)

MUCHINGA PROVINCE X 7

Shiwangandu (01), Isoka (01), Mpika (01), Nakonde (01) Mafinga (01), Kanchibiya (01), Lavushimanda (01)

NORTHERN PROVINCE x 10

Mporokoso (01), Mpulungu (01), Nsama (01), Mungwi (01), Luwingu (01), Senga Hill (01), Lunte (01), Chilubi (01), Lupososhi (01), Kaputa (01)

NORTH WESTERN PROVINCE X 10

Zambezi (01), Kabompo (01), Kasempa (01), Mufumbwe (01) Chavuma (01), Mwinilunga (01), Ikelenge (01), Manyinga (01) Mushindamo (01), Kalumbila (01)

SOUTHERN PROVINCE X 12

Sinazongwe (01), Gwembe (01), Monze (01), Siavonga

(01), Kazungula (01), Namwala (01), Chikankata (01), Pemba (01), Kalomo (01), Chirundu (01), Itezhi-Tezhi (01) Zimba (01)

WESTERN PROVINCE X 15

Sioma (01), Kalabo (01), Kaoma (01), Luampa (01), Lukulu (01), Senanga (01) Nalolo (01) Sesheke (01) Shangombo (01), Mulobezi (01) Nkeyema (01) Mitete (01) Limulunga (01) Sikongo (01), Mwandu (01)

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

JOB PURPOSE

Prepare structure specifications, prepare scaled drawings and documents, meet with clients to determine objectives and requirements for structures. Designing new buildings, extensions, renovations and restorations ensuring they meet legal standards and client requirements and align them with sustainability principles. Ensure that all works are carried out to specific standards, building codes, guidelines 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/Membership**
- BS Degree in Architecture
 - Member of the Zambia Institute of Architects (ZIA)
- (c) Minimum Relevant Pre-job Experience**
Entry Level

4.0) JOB TITLE: CIVIL ENGINEER X 9 5

LUSAKA PROVINCE x 3

Luangwa (01), Rufunsa (01), Kafue (01)

CENTRAL PROVINCE x 10

Chibombo (1), Chitambo (01), Ngabwe (01), Luano (01), Kapiri Mposhi (01), Mumbwa (01), Serenje (01), Chisamba (01), Shibuyunji (01), Mkushi (01)

COPPERBELT PROVINCE X 3

Lufwanyama (01), Mpongwe (01), Masaiti (01)

EASTERN PROVINCE X 14

Vubwi (01), Sinda (01), Katete (01), Petauke (01), Lundazi (01), Chadiza (01), Nyimba (01), Lumezi (01), Kasenengwa (01), Lusangazi (01), Chasefu (01), Chama (01), Chipangali (01) Mambwe (01).

LUAPULA PROVINCE X 11

Mwense (01), Samfya (01), Chienge (01), Nchelenge (01) Kawambwa (01), Chembe (01), Chipili (01), Lunga (01), Mwansabombwe (01), Milenge (01), Chifunabuli (01)

MUCHINGA PROVINCE X 7

Shiwangandu (01), Isoka (01), Mpika (01), Nakonde (01) Mafinga (01), Kanchibiya (01), Lavushimanda (01)

NORTHERN PROVINCE x 10

Mporokoso (01), Mpulungu (01), Nsama (01), Mungwi (01), Luwingu (01), Senga Hill (01), Lunte (01), Chilubi (01), Lupososhi (01), Kaputa (01)

NORTH WESTERN PROVINCE X 10

Zambezi (01), Kabompo (01), Kasempa (01), Mufumbwe (01) Chavuma (01), Mwinilunga (01), Ikelenge (01), Manyinga (01) Mushindamo (01), Kalumbila (01)

SOUTHERN PROVINCE X 12

Sinazongwe (01), Gwembe (01), Monze (01), Siavonga (01), Kazungula (01), Namwala (01), Chikankata (01), Pemba (01), Kalomo (01), Chirundu (01), Itezhi-Tezhi (01) Zimba (01)

WESTERN PROVINCE X 15

Sioma (01), Kalabo (01), Kaoma (01), Luampa (01), Lukulu (01), Senanga (01) Nalolo (01) Sesheke (01) Shangombo (01), Mulobezi (01) Nkeyema (01) Mitete (01) Limulunga (01) Sikongo (01), Mwandu (01)

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

JOB PURPOSE

To manage construction projects and civil works including the designs of District roads and drainage infrastructure in order to improve infrastructure in the District and enhance safety to the Public. The role involves stakeholder engagement and management as well as risk management.

MAIN REQUIREMENTS

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

5.0) JOB TITLE: QUANTITY SURVEYOR x 99

LUSAKA PROVINCE x 8

Luangwa (01), Rufunsa (01), Lusaka (05), Chilanga (1)

CENTRAL PROVINCE x 8

Chibombo (1), Chitambo (01), Ngabwe (01), Luano (01), Kapiri Mposhi (01), Mumbwa (01), Chisamba (01), Mkushi (01)

COPPERBELT PROVINCE X 3

Lufwanyama (01), Mpongwe (01), Masaiti (01)

(b) Minimum Vocational/Professional

EASTERN PROVINCE X 14

Vubwi (01), Sinda (01), Katete (01), Petauke (01), Lundazi (01), Chadiza (01), Nyimba (01), Lumezi (01), Kasenengwa (01), Lusangazi (01), Chasefu (01), Chama (01), Chipangali (01) Mambwe (01).

LUAPULA PROVINCE X 11

Mwense (01), Samfya (01), Chienge (01), Nchelenge (01) Kawambwa (01), Chembe (01), Chipili (01), Lunga (01), Mwansabombwe (01), Milenge (01), Chifunabuli (01)

MUCHINGA PROVINCE X 8

Shiwangandu (01), Isoka (01), Mpika (01), Nakonde (01) Mafinga (01), Kanchibiya (01), Lavushimanda (01), Chinsali (01)

NORTHERN PROVINCE x 10

Mporokoso (01), Mpulungu (01), Nsama (01), Mungwi (01), Luwingu (01), Senga Hill (01), Lunte (01), Chilubi (01), Lupososhi (01), Kaputa (01)

NORTH WESTERN PROVINCE X 10

Zambezi (01), Kabompo (01), Kasempa (01), Mufumbwe (01) Chavuma (01), Mwinilunga (01), Ikelenge (01), Manyinga (01) Mushindamo (01), Kalumbila (01)

SOUTHERN PROVINCE X 12

Sinazongwe (01), Gwembe (01), Monze (01), Siavonga (01), Kazungula (01), Namwala (01), Chikankata (01), Pemba (01), Kalomo (01), Chirundu (01), Itezhi-Tezhi (01) Zimba (01)

WESTERN PROVINCE X 15

Sioma (01), Kalabo (01), Kaoma (01), Luampa (01), Lukulu (01), Senanga (01) Nalolo (01) Sesheke (01) Shangombo (01), Mulobezi (01) Nkeyema (01) Mitete (01) Limulunga (01) Sikongo (01), Mwandu (01)

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

JOB PURPOSE

Manage the cost of construction projects to minimize project costs and improve value for money whilst meeting the required standards and quality. 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. Provide cost and material estimates, drawing up projected budgets and ensuring building projects remain within budget.

MAIN REQUIREMENTS

(a) Minimum Secondary Education
Form V/Grade 12 School Certificate with Five

Qualifications:

- Degree in Quantity Surveying
- Member of EIZ

(c) Minimum Relevant Pre-job Experience
Entry Level

6.0) JOB TITLE: ELECTRICAL ENGINEER X 93

LUSAKA PROVINCE x 3

Luangwa (01), Rufunsa (01), Chilanga (1)

CENTRAL PROVINCE x 8

Chibombo (1), Chitambo (01), Ngabwe (01), Luano (01), Kapi Mposhi (01), Mumbwa (01), Chisamba (01), Mkushi (01)

COPPERBELT PROVINCE X 3

Lufwanyama (01), Mpongwe (01), Masaiti (01)

EASTERN PROVINCE X 14

Vubwi (01), Sinda (01), Katete (01), Petauke (01), Lundazi (01), Chadiza (01), Nyimba (01), Lumezi (01), Kasenengwa (01), Lusangazi (01), Chasefu (01), Chama (01), Chipangali (01) Mambwe (01).

LUAPULA PROVINCE X 11

Mwense (01), Samfya (01), Chienge (01), Nchelenge (01) Kawambwa (01), Chembe (01), Chipili (01), Lunga (01), Mwansabombwe (01), Milenge (01), Chifunabuli (01)

MUCHINGA PROVINCE X 7

Shiwangandu (01), Isoka (01), Mpika (01), Nakonde (01) Mafinga (01), Kanchibiya (01), Lavushimanda (01)

NORTHERN PROVINCE x 10

Mporokoso (01), Mpulungu (01), Nsama (01), Mungwi (01), Luwingu (01), Senga Hill (01), Lunte (01), Chilubi (01), Lupososhi (01), Kaputa (01)

NORTHWESTERN PROVINCE X 10

Zambezi (01), Kabompo (01), Kasempa (01), Mufumbwe (01) Chavuma (01), Mwinilunga (01), Ikelenge (01), Manyinga (01) Mushindamo (01), Kalumbila (01)

SOUTHERN PROVINCE X 12

Sinazongwe (01), Gwembe (01), Monze (01), Siavonga (01), Kazungula (01), Namwala (01), Chikankata (01), Pemba (01), Kalomo (01), Chirundu (01), Itezhi-Tezhi (01) Zimba (01)

WESTERN PROVINCE X 15

Sioma (01), Kalabo (01), Kaoma (01), Luampa (01),

Lukulu (01), Senanga (01) Nalolo (01) Sesheke (01)

(01), Lupososhi (01), Kaputa (01)

Shangombo (01), Mulobezi (01) Nkeyema (01) Mitete (01) Limulunga (01) Sikongo (01), Mwandu (01)

SALARY SCALE: LGSS/07
DEPARTMENT: ENGINEERING

JOB PURPOSE

Designing, constructing, and deploying electrical systems. Troubleshooting electrical assemblies. Collaborating with other engineers to create designs. Using design software to produce schematics. Overseeing the installation process of electrical designs. design, development, and testing of electrical devices and equipment Ensuring compliance with safety and quality standards. Conducting maintenance and repairs of electrical installations and equipment.

MAIN REQUIREMENTS

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

7.0) JOB TITLE: ASSISTANT ELECTRICAL ENGINEER X 92

LUSAKA PROVINCE x 3

Luangwa (01), Rufunsa (01), Chilanga (01)

CENTRAL PROVINCE x 8

Chibombo (1), Chitambo (01), Ngabwe (01), Luano (01), Kapiri Mposhi (01), Mumbwa (01), Chisamba (01), Mkushi (01)

COPPERBELT PROVINCE X 3

Lufwanyama (01), Mpongwe (01), Masaiti (01)

EASTERN PROVINCE X 14

Vubwi (01), Sinda (01), Katete (01), Petauke (01), Lundazi (01), Chadiza (01), Nyimba (01), Lumezi (01), Kasenengwa (01), Lusangazi (01), Chasefu (01), Chama (01), Chipangali (01) Mambwe (01).

LUAPULA PROVINCE X 10

Mwense (01), Samfya (01), Chienge (01), Nchelenge (01), Chembe (01), Chipili (01), Lunga (01), Mwansabombwe (01), Milenge (01), Chifunabuli (01)

MUCHINGA PROVINCE X 7

Shiwangandu (01), Isoka (01), Mpika (01), Nakonde (01) Mafinga (01), Kanchibiya (01), Lavushimanda (01)

NORTHERN PROVINCE x 10

Mporokoso (01), Mpulungu (01), Nsama (01), Mungwi (01), Luwingu (01), Senga Hill (01), Lunte (01), Chilubi

NORTH WESTERN PROVINCE X 10

Zambezi (01), Kabompo (01), Kasempa (01), Mufumbwe (01) Chavuma (01), Mwinilunga (01), Ikelenge (01), Manyinga (01) Mushindamo (01), Kalumbila (01)

SOUTHERN PROVINCE X 12

Sinazongwe (01), Gwembe (01), Monze (01), Siavonga (01), Kazungula (01), Namwala (01), Chikankata (01), Pemba (01), Kalomo (01), Chirundu (01), Itezhi-Tezhi (01) Zimba (01)

WESTERN PROVINCE X 15

Sioma (01), Kalabo (01), Kaoma (01), Luampa (01), Lukulu (01), Senanga (01) Nalolo (01) Sesheke (01) Shangombo (01), Mulobezi (01) Nkeyema (01) Mitete (01) Limulunga (01) Sikongo (01), Mwandu (01)

SALARY SCALE: LGSS/10
DEPARTMENT: ENGINEERING

JOB PURPOSE

Installing, maintaining, and repairing electrical systems and equipment. Reading and interpreting electrical and electronic circuit blueprints, diagrams, and schematics. Assembling, installing, testing, and maintaining electrical systems and appliances using hand and power tools Diagnosing and troubleshooting electrical problems and performing necessary repairs. Identifying electrical problems using specialized tools and performing regular inspections and preventative maintenance on electrical systems and equipment

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 Electrical Engineering, Member of EIZ
- (c) **Minimum Relevant Pre-job Experience**
Entry Level

8.0) JOB TITLE: SYSTEMS ANALYST X 86

LUSAKA PROVINCE x 3

Luangwa (01), Rufunsa (01), Chilanga (1)

CENTRAL PROVINCE x 07

Chibombo (01), Chitambo (01), Luano (01), Kapiri Mposhi (01), Mumbwa (01), Chisamba (01), Mkushi (01)

COPPERBELT PROVINCE X 3

Lufwanyama (01), Mpongwe (01), Masaiti (01)

EASTERN PROVINCE X 14

Vubwi (01), Sinda (01), Katete (01), Petauke (01), Lundazi (01), Chadiza (01), Nyimba (01), Lumezi (01), Kasenengwa (01), Lusangazi (01), Chasefu (01), Chama (01), Chipangali (01) Mambwe (01).

Entry level

LUAPULA PROVINCE X 11

Mwense (01), Samfya (01), Chienge (01), Nchelenge (01) Kawambwa (01), Chembe (01), Chipili (01), Lunga (01), Mwanabombwe (01), Milenge (01), Chifunabuli (01)

MUCHINGA PROVINCE X 8

Shiwangandu (01), Isoka (01), Mpika (01), Nakonde (01) Mafinga (01), Kanchibiya (01), Lavushimanda (01), Chinsali (01)

NORTHERN PROVINCE x 10

Mporokoso (01), Mpulungu (01), Nsama (01), Mungwi (01), Luwingu (01), Senga Hill (01), Lunte (01), Chilubi (01), Lupososhi (01), Kaputa (01)

NORTHWESTERN PROVINCE X 10

Zambezi (01), Kabompo (01), Kasempa (01), Mufumbwe (01) Chavuma (01), Mwinilunga (01), Ikelenge (01), Manyinga (01) Mushindamo (01), Kalumbila (01)

SOUTHERN PROVINCE X 7

Sinazongwe (01), Gwembe (01), Kazungula (01), Chikankata (01), Pemba (01), Chirundu (01), Zimba (01)

WESTERN PROVINCE X 12

Sioma (01), Kaoma (01), Lukulu (01), Nalolo (01) Sesheke (01) Shangombo (01), Mulobezi (01) Nkeyema (01) Mitete (01) Limulunga (01) Sikongo (01), Mwandu (01)

SALARY SCALE: LGSS/08**DEPARTMENT: FINANCE****JOB PURPOSE**

To undertake systems design and administration in order to enhance Council operations. Collaborating with employees and department heads to determine system requirements. Building new systems to address and fix issues in current systems. Creating analysis reports for proposed upgrades. Implementing computer system requirements. Defining application problems and evaluating procedures. Developing solutions and coordinating production with programmers.

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 Computer Studies or Equivalent
- (c) **Minimum Relevant Pre-job Experience:**
At least 2 years working experience in the

9.0) JOB TITLE: PUBLIC RELATIONS OFFICER**SOUTHERN PROVINCE X 1**

Kazungula (01)

LUAPULA PROVINCE

Chembe (01),

EASTERN PROVINCE X1

Chasefu (01)

NORTHERN PROVINCE X1

Nsama (01)

SALARY SCALE: LGSS/08**DEPARTMENT: HUMAN RESOURCE AND ADMINISTRATION****JOB PURPOSE**

Coordinate press releases in order to update the public on the operations of the Council; Prepare responses to press and public queries in order to facilitate decision making; Coordinate production of brochures, magazines, newsletters, radio and television programs in order to disseminate information about the Council; Manage digital media content in order to interact with the Public and stakeholders; and Coordinate the hosting of Council functions and events.

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:**
Entry Level

10.0) JOB TITLE: STORES OFFICER x 7**WESTERN PROVINCE X 07**

SHANGOMBO (01), NALOLO (01), MWANDI (01), LIMULUNGA (01), KAOMA (01), KALABO (01), LUNGA (01)

SALARY SCALE: LGSS/08**DEPARTMENT: FINANCE**

JOB PURPOSE

Develop and implement internal controls in order to enhance transparency and accountability in the disbursement of material resources; Manage the storage and distribution of goods; Receive and account for goods procured by the Council; Disburse goods to user departments and units; and Conduct stock takes in order to maintain optimum stock levels and provide information for 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:**
Degree in Purchasing and Supply/CIPS 6
- (c) **Minimum Relevant Pre-job Experience:**
Entry level

11.0) JOB TITLE: ASSISTANT STORES OFFICER x 8

LAVUSHIMANDA (01), CHIBOMBO (01), CHASEFU (01), MITETE (01), SIOMA (01), SIKONGO (01), CHIENGE (01), CHIFUNABULI (01),

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

JOB PURPOSE

Develop and implement internal controls in order to enhance transparency and accountability in the disbursement of material resources; Manage the storage and distribution of goods; Receive and account for goods procured by the Council; Disburse goods to user departments and units; and Conduct stock takes in order to maintain optimum stock levels and provide information for 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:**
Diploma in Purchasing and Supply/CIPS 4/CIPS 5
- (c) **Minimum Relevant Pre-job Experience:**
Entry level

advantage

TOTAL NUMBER OF POSITIONS = 856

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 of the Local Government Service are encouraged to apply and attach **FORM 6**
- Persons with disabilities are encouraged to apply
- Applicants are advised to apply for one position only and failure to abide with this instruction will invalidate the applications.
- Applicants must belong to relevant Professional Bodies.
- All applications must be deposited at 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.**

- **Applications delivered directly at the Local Government Service Commission' offices will not be considered.**
- Only candidates who meet the minimum qualifications must apply.

Closing date for receiving applications is 24th September,2024. Only successful candidates will be communicated to.

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

www.lgsc.gov.zm