



EXTERNAL ADVERTISEMENT - EMPLOYMENT OPPORTUNITIES

The Citizens Economic Empowerment Commission (CEEC) is a body corporate established under the Citizens' Economic Empowerment Act No. 9 of 2006 to enhance broad-based economic empowerment, foster citizens' economic ownership, control and management of economic resources, as well as to promote economic empowerment of targeted citizens is inviting applications from suitably qualified individuals to fill the following positions:

1. Provincial Coordinator - Luapula (1 position)

Responsibilities

- Oversee daily operations in the province.
- Conducting baseline surveys, entrepreneurial needs assessment and establishing incubation programs.
- Approve reconciliation statement for financial reports at the Province.
- Form partnerships with cooperatives, business associations, women, youths and persons living with disability, sensitize them on empowerment programs and inclusive financing and undertake capacity development programs.
- Facilitate implementation of reservation schemes and preferential procurement and provide reports for non-compliance to the Commission.
- Identify strategic partners, develop and implement partnership proposals, and engagement plans including Memorandum of Understandings and regularly submit partnership data.
- Ensure that all staff are adequately trained in loan management systems and processes and all clients are linked to direct debit payment systems on their loan bank accounts.
- Ensure that loan assessment reports are issued monthly and loan recovery activities are instituted promptly including issuance of demand notices to defaulters and institution of litigation on defaulters.
- Conduct training, Monitoring and Evaluation pre and post disbursement.

Qualifications

- Grade Twelve (12) Certificate with at least five O-level credits in Mathematics and English.
- Bachelor's degree in Agronomy, Agricultural Economics, Agriculture Engineering, or related field.
- Master's degree in Agronomy, Agricultural Economics, Agriculture Engineering or related field.
- Minimum 5 years in a relevant role.

2. Senior Procurement Officer (1 Position)

Responsibilities

- Provide support to the Procurement Manager to prepare and implement the procurement plan to facilitate acquisition of works, goods and services for the Commission.
- Undertake timely and accurate preparation of solicitation documents to ensure transparency in the tendering procedures in compliance with laid down procedures
- Undertake effective contract administration to ensure the delivery of goods, works and services is in line with contractual obligations
- Timely procurement of goods, works and services required by the Commission.
- Timely distribution of goods and services to facilitate smooth operations of the Commission.
- Manage supply contracts for goods and services.
- Provide secretarial services to the Evaluation and Tender Committees.
- Assist in the preparation of Procurement Unit budget

Qualifications

- Grade Twelve (12) Certificate with at least five O level credits in Mathematics and English.
- Degree in Purchasing & Supply, Business Administration or relevant field.
- Master's Degree in Procurement is an added advantage
- Member of the Zambia Institute of Purchasing & Supply.
- At least 5 years relevant work experience.

3. Senior Accountant Operations (1 Position)

Responsibilities

- Prepare and compile quarterly management reports.
- Institute reconciliations and analyses of various accounts to ascertain an accurate accounting expenditure.
- Prepare regular cash forecasts and manage liquidity for the Commission.

- Ensure that there is proper accounting for stocks and supervise perpetual inventory and up to date reconciliations between stock ledger, stores ledger and physical stock.
- Co-ordinate the efficient accounting of goods in transit, capital work in progress and fixed assets to ascertain the cost of stock and assets.
- Maintain up-to-date records and registers of fixed assets and ensure that assets are properly accounted for to compute the net book value.
- Prepare and compile the capital expenditure report by maintaining an up-to-date record and make recommendations to Management for disposal.
- Attend to queries during internal and external audit processes.
- Ensure that service levels in the Finance Directorate Service Level Agreement are adopted and adhered to for all transactions and reconciliations including suppliers, service providers, payroll and statutory obligations.
- Manage statutory payables such as PAYE, NHIMA, NAPSA etc. to ensure strict compliance and timely remission of obligations.

Qualifications

- Grade Twelve (12) Certificate with at least five O Level credits.
- Full professional accounting qualification ACCA, CIMA or CA (ZICA) or Degree in Accounting with a Master's Degree in Accounting or Finance
- Valid ZICA membership certificate
- At least 5 years relevant work experience.

❖ Interested candidates should submit application letters enclosing their Curriculum Vitae and ZAQA-validated copies of both academic and professional certificates to the Director General, Citizens Economic Empowerment Commission, Po Box 35068, Lusaka, not later than **26 June 2026**.

❖ The applications must be submitted in a sealed envelope indicating the position being applied for.