



## **CITIZENS ECONOMIC EMPOWERMENT COMMISSION**

### **EXTERNAL ADVERTISEMENT**

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 position:

#### **1. Credit and Grant Manager (1 position) Lusaka**

##### **Responsibilities**

- Conduct preliminary assessment on loan applications and provide appropriate and timely feedback given to applicants
- Conduct appraisals to determine the technical, commercial, management capacity and financial viability of applications submitted for consideration to the Directorate
- Remain abreast of relevant industry developments, including the National Financial Inclusion Strategy, Government's financing interventions and other empowerment funds, to inform strategy and business development
- Proactively link access to finance to formalization of businesses by requiring that all applicants submit evidence of formality including tax clearance certificates, NAPSA certificates etc
- Ensure swift identification and remediation of any policy, legal, regulatory and risk tolerance breaches or incident
- Propose appropriate loan maturities, repayment terms, correct interest rates, fees and commissions as applicable, to safeguard the Commissions Income.
- Propose appropriate collateral packaging and structuring to provide the Commission with strong recourse in case cash flows cannot be used to repay the loans
- Develop and maintain a Service level Agreement to ensure Develop and maintain effective processes, procedures, guidelines and tools to ensure shorter turnaround times

## **Qualifications**

- Grade Twelve (12) Certificate with at least five O Level credits including Mathematics and English
- Undergraduate degree in Finance, Business Administration, Economics, Accounts or related
- Masters degree in finance, Business Administration, Economics, Accounts or Related
- Valid professional membership certificate where applicable
- At least 10 years working experience in credit in the financial sector. Five (5) of which should be at management level.

## **2. Business Development Manager (1 position) Lusaka**

### **Responsibilities**

- Coordinate the execution of CEEC business development services aimed at creating an enabling environment for business growth.
- Participate in conducting baseline surveys, entrepreneurial needs assessment.
- Create and strengthen partnerships with local and international donors, government bodies, and the private sector, to mobilize resources and align initiatives with the broader economic empowerment agenda.
- Engage Business Service Development Providers to provide handholding services/ mentorship/coaching and capacitate them (training of trainers).
- Form partnerships with cooperatives, business associations, women, youths and persons living with disability on inclusive financing.
- Build capacity for MSMEs/Co-operatives Operations
- Develop & implement Business Continuity Plan
- Conduct planned CSR sensitization/training for targeted citizens & enterprises and assess their CSR uptake.

### **Qualifications**

- Grade Twelve (12) Certificate with at least five O Level credits including Mathematics and English
- Degree in Economics, Finance, Business or related discipline
- Master's degree in finance, business or related field
- Valid practicing license from a professional body
- At least 10 years relevant work experience. Five (5) of which should be at management level.

## **3. Senior Legal Officer (1 position) Lusaka**

### **Responsibilities**

- Review laws, regulations, CEEC policy, corporate governance policies, and procedures
- Draft legal Documents and attend to matters under Litigation in all provinces

- Ensure all legal notices/summons/affidavits received are responded to appropriately and timely
- Discharge depository functions of all legal Instruments that come into their possession.
- Draft, review and examine the proper preparation and perfection of all instruments e.g. mortgages, debentures, charges, and all other collateralized securities with PACRA, Ministry of Lands, local authorities, and RTSA
- Provide legal guidance of the Commission's investment activities
- Monitor maintenance, custody, and retrieval of all security instruments.

#### **Qualifications**

- Grade Twelve (12) Certificate with at least five credits
- Degree in Law
- Masters in related field is an added advantage
- An advocate of the High Court and Superior Courts of Zambia
- Valid law practicing certificate from ZIALE
- At least five (5) years of work experience in litigation and legal drafting. Three (3) years of which should be post-admission.

#### **4. Finance and Admin Officer (2 positions) Kasama and Ndola**

##### **Responsibilities**

- Participate in transferring the correct year-end figures to the new financial year on the financial system.
- Scrutinizing and checking the accuracy of payments before final authorisation and processing.
- Coding and posting administrative expenses' journal entries to the computer in order to produce suppliers' payment summary, journal, trial balance and general ledger journal.
- Computing and raising payment vouchers
- Filing all accounting documents and computer print outs for safe custody and ease of reference. Maintaining back up hard copies and filing all source documents for internal reference and inspection by regulators and Auditors.
- Reconciles suppliers' and service provider accounts to ascertain amounts owing and there after expedites for their documents for subsequent payment.
- Sorting and matching administrative expense accounting documents and journalising them on vouchers.

##### **Qualifications**

- Grade Twelve (12) Certificate with at least five O Level credits.
- CA Application Advanced Diploma in Accountancy Level, ACCA Applied Skills Level, CIMA Management Level or their equivalent
- Valid ZICA membership certificate
- At least 5 years relevant work experience.

## **5. Accountant Operations (1 position) Lusaka**

### **Responsibilities**

- Processing payments for PAYE/NAPSA/NHIMA in compliance with regulations.
- Prepare a variety of payroll related documents
- Ensure reconciliations and reports are submitted timely weekly, monthly and quarterly for all operational funds including those disbursed to Operations in the Provinces.
- Process invoice payments from source documents through to completion and recording of each transaction on the accounting system.
- Reconcile suppliers and service provider accounts to ascertain amounts owing and facilitate the sign off of documents for payment.
- Sorting and matching administrative expenses accounting documents and journalising them on vouchers .
- Coding and posting administrative expenses journal entries to the computer in order to produce suppliers' payment summary, journal, trial balance and general ledger journal.

### **Qualifications**

- Grade Twelve (12) Certificate with at least five O Level credits.
- CA Application Advanced Diploma in Accountancy Level, ACCA Applied Skills Level, CIMA Management Level or their equivalent At least 5 years relevant work experience.

## **6. Paralegal Officer (1 position) Lusaka**

### **Responsibilities**

- Delivery of correspondence and filing of court documents
- Timely response to all legal notices, summons, and Affidavits received
- Draft originating process
- Drafting instruments for discharge of collateral, securities by paid up clients
- Draft instruments for the perfection of securities with PACRA, Ministry of Lands, local authorities, and RTSA.
- Drafting mortgages, Conveyances and Conveyance Agreements

### **Qualifications**

- Grade Twelve (12) Certificate with at least five credits
- Degree in Law
- At least two (2) years work experience in business environment

## **7. Assistant Accountant (1 position) Lusaka**

### **Responsibilities**

- Monitoring of operational costs and addressing issues
- Participate in monthly Financial Reporting & Analysis efforts including: Fixed assets schedules; Monthly depreciation runs; Capital expenditure reporting and Audit schedules.
- Carry out physical verification of company assets according to the schedule to ascertain the condition of the assets.
- Carry out stores reconciliation between physical stocks, stores ledger and stock ledger to ensure that the shortages and losses are accounted for by posting them to the correct account.
- Process and review capital equipment requisitions, invoices, purchase orders, asset disposals and asset transfers.
- Preparation of audit schedules for the company's fixed assets.
- Monthly reconciliation of assigned Balance Sheet accounts to include clearing any variances.

### **Qualifications**

- Grade Twelve (12) Certificate with at least five O Level credits.
- CA Application Advanced Diploma in Accountancy Level, ACCA Applied Skills Level, CIMA Management Level or their equivalent Valid ZICA membership certificate
- At least 3 years relevant work experience.

## **8. Office Assistant (1 position) Lusaka**

### **Responsibilities**

- Office rounds are done regularly to collect and deliver mail
- Filing and location of files as and when requested
- Make photocopies and binding of documents as and when required
- Delivery of news papers to relevant offices every morning

### **Qualifications**

- Full Grade Twelve (12) Certificate
- Certificate in Bookkeeping, Records Management or Public Administration
- At least 1-year relevant work experience

❖ Interested candidates should submit application letters enclosing their Curriculum Vitae and ZAQAA validated copies of both academic and professional certificates to the Director General, Citizens Economic Empowerment Commission, Po Box 35068, Lusaka, not later than 11 April 2025.

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