



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 positions:

1. Budget and Finance Manager (1 position) Lusaka

Responsibilities

- Implement and maintain an effective management control system within the Commission.
- Prepare financial operational plans and budgets.
- Prepare and present financial reports and analyses.
- Review and interpret actual performance against plan or budget and executing budgetary control.
- Manage and monitor the finance-related work of other Directorates responsible for financial processes and decisions and facilitating training where required.
- Design and implement a financial management strategy including financial management, controls, monitoring and reporting.
- Review and implement internal controls.
- Maintain the payroll systems and monthly preparation of the payroll.
- Ensure that Commission transactions and expenditure comply with the Public Finance Management Act number 1 of 2018 and Public Finance Management Regulations of 2020 as well as CEEC Finance policies and regulations.
- Manage internal and external audits.
- Administration, management and reconciliation of capital expenditure and the Commission's assets.
- Process contracts and manage the monthly reconciliation of all general ledger accounts.
- Coordinate and prepare the annual budgets based on the business plans of the Commission.
- Produce adhoc financial management reports of a high standard for use within the Commission.
- Maintain an accurate record of accounts payables and receivables.
- Prepare periodic cash flow forecasts.

Qualifications

- Grade Twelve (12) Certificate with at least five O level credits in Mathematics and English.
- Full professional accounting qualification ACCA, CIMA or CA (ZICA) or
- Degree in Accounting with master's in business, Accounting or Finance.
- Valid ZICA membership certificate.
- 10 years relevant work experience of which 5 years must be at senior management level

2. Senior Human Capital Development Officer (1 position) Lusaka**Responsibilities**

- Collaborate in the recruitment, onboarding, retention strategies and succession planning.
- Contribute to the drafting of employment contracts, ensuring accuracy and compliance with relevant regulations.
- Oversee staff welfare programs, including medical schemes, funeral policies, life assurance, and accident policies.
- Organize and update personnel files, ensuring accuracy and compliance with data protection regulations.
- Assist in the administration of disciplinary procedures.
- Address employee grievances in a timely and empathetic manner.
- Collaborate in the planning and execution of training and development initiatives for all staff.
- Facilitate staff motivation, staff incentivization, staff wellness policies and team building activities.
- Participate in the drafting and implementation of human Resource policies, standard operating procedures.
- Coordinate appraisal management system.
- Collaborating with Management to align human capital strategies with organizational objectives.
- Coordinating payroll processes and managing compensation structures.

Qualifications

- Grade Twelve (12) Certificate with at least five O level credits in Mathematics and English.
- Bachelor of Arts degree in Human Resource Management, Public Administration or Industrial Psychology.
- Masters degree in Human Resource Management
- Member of the Zambia Institute of Human Resources Management (ZIHRM) with valid practicing license.
- 5 years relevant work experience.

❖ Interested candidates should submit their application letter in a sealed envelope indicating the position being applied for, 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 7 July 2025.