



JOB OPPORTUNITY

The Independent Broadcasting Authority (IBA) is inviting applications for the four positions namely the Manager Human Resource and Administration, Accountant, Assistant Accountant and Driver, the details for each position are given here below:

Job Title: Manager Human Resource and Administration (IBA/03)

Qualifications / Experience

- Grade 12 Certificate with five credits or better, including English, Mathematics.
- Bachelor of Human Resource, Public Administration, or equivalent.
- At least Five (5) years' experience at senior level management.
- Member of the Zambia Institute of Human Resource Management (ZIHRM)
- Sound knowledge and skill in the Human Resource and Administration related computer software.
- Below the age of forty- five (45) years.

Main duties: (Principal Accountabilities)

- To manage effectively recruitment and placement of skilled personnel in order to fill staff establishment and facilitate the operations of the Authority.
- To supervise and undertake timely interpretation of Terms and Conditions of Service in order to facilitate the smooth operation of the Authority.
- To manage effectively the maintenance and updating of the staff payroll and establishment of the Authority in order to facilitate payment of salaries and allowances.
- To coordinate timely the compilation of individual Annual Performance Appraisal in the Authority in order to facilitate the assessment of job performance.
- To co-ordinate effectively training needs Analysis in order to facilitate preparation of the training plan.

Reporting to: Director Human Resource and Administration

Job Title: Accountant (IBA 05)

Qualifications / Experience

- Grade 12 Certificate with five credits or better, including Mathematics and English
- Bachelor's Degree in Accountancy/full ACCA/ full CIMA/ full ACA or equivalent (ACCA/CIMA) will be added advantage.
- 5 years' experience at Senior Level of Accounts.
- Member of ZICA.
- Below the age of Forty- Five (45) years.
- Knowledge and skill in accounting packages covering Pastel Accounting (Sage evolution).

Main duties: (Principal Accountabilities)

- To maintain accountable documents and records in order to facilitate easy access.
- To undertake timely and accurately consolidation of budget estimates in order to facilitate mobilization of financial resources.
- To prepare timely and effectively Management Accounts reports in order to facilitate decision making.
- To analyse effectively cost control measures in order to enhance value for money.

Reporting to: The Manager Finance

Job Title: Assistant Accountant (IBA/07)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- Diploma in Accountancy/NATECH/ATD/AAT/ZICA Technician or equivalent.
- Three (3) years experience.

- Member of ZICA.
- Below the age of thirty (30) years.
- Knowledge and skill in accounting packages covering Pastel Accounting (Sage Evolution).

Main Duties (Principal Accountabilities)

- To assist the Accountant to maintain accountable documents and records to facilitate easy access.
- To assist the Accountant in timely and accurately consideration of budget estimates in order to facilitate mobilization of financial resources.
- Able to write comprehensive and analytical Financial reports.

Reporting to: The Accountant

Job Title: Driver (IBA/11)

Qualification /Experience

- Grade twelve full certificate with at least a credit in English and four passes including mathematics.
- Basic mechanics is an added advantage.
- Minimum of five (5) years experience in driving.
- Below the age of Thirty- Five (35).
- Minimum class C.

Main duties: (Principal Accountabilities)

- To drive safely and regularly the Authorities vehicles on official business in order to facilitate attainment of objectives.
- To prepare timely accident reports in order to facilitate decision making.
- To update timely and accurately log books in order to enhance accountability of journeys.
- To check regularly vehicles in order to ascertain the road worthiness.
-

Reporting to: Administrative Officer

Please note that the persons desiring to fill any of the four (4) positions should be self-motivated individuals able to apply relevant skills and exercise professional judgement in carrying out their roles relating to the job title.

Three traceable references will be required. (The reference MUST have no political affiliation).

The grade twelve (12) certificate MUST be certified by Examination Council of Zambia (ECZ) ONLY.

ALL APPLICATIONS SHOULD BE MARKED “APPLICATION LETTER” on the front cover of the envelope.

The closing date for this advert is 30th November, 2018.

Applications should be addressed to:

The Director General
The Independent Broadcasting Authority (IBA)
Mass Media Complex
Alick Nkhata Road
P O Box 32475
LUSAKA
ZAMBIA