



JOB OPPORTUNITY

The Independent Broadcasting Authority (IBA) is inviting applications for the Twelve (12) positions namely the Executive Assistant to the Director General (IBA/03), Manager - Human Resource and Administration (IBA/03), ICT Specialist – (IBA/04), Engineer – (IBA/04), Accountant: Management – (IBA/05), Inspector – (IBA/05), Senior Licensing Officers (3) – (IBA/05), Purchasing and Supplies Officer (Supplies) – (IBA/07), Purchasing and Supplies Officer (Procurement)–(IBA/07)and Stenographer – (IBA/08), the details for each position are given here below:

Job Title: Executive Assistant to the Director General (IBA/03)

Qualifications / Experience

- Grade 12 Certificate with five (5) credits or better, including English, Mathematics.
- Bachelor's Degree in Business Administration or any other related field.
- At least five (5) years experience at Senior Level Management.
- Master's Degree in Business Administration or any other related field is an added advantage.
- Able to write analytical and technical reports.
- Able to communicate effectively in English.
- Below the age of 40 years.

Main duties: (Principal Accountabilities)

- To monitor performance trends and progress of Strategic Plan.
- To collaborate with Heads of Departments in the development of operational strategies.
- To develop and maintain Risk register for the Authority.

- To administratively manage the office of the Director General to ensure that the Director General is on top of things in terms of diary, meetings and travels etc.
- To relieve the Director General of matters of administrative nature by directing them to appropriate functions.
- To review, comment and summarise miscellaneous reports and documents to give overview to the Director General.
- To serve as the primary point of contact for internal and external stakeholders on all Authority related matters.
- To perform all executive duties and any other assignments related to the office of the Director General.

Reporting to: The Director General

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.
- 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 40 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.
- To undertake any other duties assigned to the officer which are job related.

Reporting to: Director Human Resource and Administration

Job Title: ICT Specialist (IBA/04)

Qualifications / Experience

- Grade 12 Certificate with five (5) credits or better, including English and Mathematics.
- Degree in Computer Sciences/Information Technology (IT) or equivalent.
- At least three (3) years experience in the industry.
- Master's Degree in Computer Science/ICT is an added advantage.
- Certifications in Microsoft Certified Professional (MCP) or CISCO Certified Network Associate (CCNA) will be an added advantage
- Programming Skills and knowledge (such as Java, PHP, Javascript, HTML5 and Python)
- Able to write analytical and technical reports
- Must be below the age of 36 years.

Main duties: (Principal Accountabilities)

- To supervise and undertake effectively the design, development, acquisition and management of application systems in order to promote innovations and efficient service delivery;
- To supervise and undertake regularly the design, installation, monitoring, troubleshooting and upgrading of networks, and security programmes in order to facilitate smooth operation of ICT infrastructure and ensure data integrity, security and availability;
- To supervise and effectively undertake the acquisition, configuration, installation and maintenance of Server Infrastructure in order to facilitate availability of e-services and applications;
- To supervise and undertake the availability of disaster recovery infrastructure and procedures in order to guarantee business continuity;
- To supervise and undertake timely servicing and repair of ICT infrastructure and assets in order to prolong life span of the equipment and facilitate replacement;

- To undertake the design, development, acquisition and management of database systems in order to ensure highest levels of data security, integrity and availability;
- To supervise and undertake the efficient provision of ICT Technical support in order to facilitate smooth running of business;
- To supervise and undertake accurate system documentation of programmes in order to enhance operations.
- To undertake the effective development and maintenance of the Authority web applications in order to facilitate transactions and access to information
- To supervise and undertake regularly monitoring and trouble shooting in order to prevent systems breakdown and
- To supervise effectively the customisation of information management systems in order to facilitate the retrieval of information.
- To supervise and undertake effectively system and data backup in order to prevent loss of data.
- To Supervise and provide on-going desk support to staff;

Reporting to: The Manager Technical Inspections and ICT

Job Title: Engineer (IBA 04)

Qualifications / Experience

- Grade 12 Certificate with five (5) credits or better, including Mathematics and English.
- Bachelor's Degree in Electronic/Electrical Engineering or related field.
- At least three (3) years' relevant experience in broadcasting/telecommunication Industry.
- Master's in Electronic/Electrical Engineering will be an added advantage.
- Able to write analytical and technical reports.
- Below the age of 40 years.

Main duties: (Principal Accountabilities)

- To supervise effectively the inspection of broadcasting equipment and facilities to ensure compliance to set standards.

- To supervise effectively the monitoring of the utilisation of frequencies by licenced broadcasting houses to ensure compliance with Licence provisions.
- To undertake periodically the review of standards for broadcasting equipment in order to ensure compliance with international standards and the requirements of the local market.
- To supervise and undertake effectively quality needs assessment of broadcasting systems in the sector to determine gaps in the sector
- To supervise and undertake feasibility exercises, monitor broadcast service quality and availability in order to ensure national technical standardisation.
- To supervise and undertake accurate documentation of broadcasting systems in order to enhance standardisation and compliance.
- Undertake research on technological trends in the sector to inform regulation.

Reporting to: The Manager Technical Inspections and ICT

Job Title: Accountant: Management (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 will be added advantage.**
- 5 years' experience at Senior Level of Accounts.
- Member of ZICA.
- Below the age of 40 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 accurate 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.
- To implement approved financial plans, policies and monitor their effectiveness in terms of meeting the financial requirements of the organisation.
- To review financial systems, regulations and accounting systems to determine their effectiveness.
- To set up relevant financial and accounting systems for the Authority.
- To maintain accountable documents and records in order to facilitate easy access.
- To prepare and consolidated annual budget for the attention of the Supervisor by monitoring income and expenditure to ensure that funds are spent according to the plan.
- To prepare Management Accounts reports in order to facilitate decision making in a timely and effective manner.
- To analyse effectively cost control measures in order to enhance value for money.
- To facilitate the administration of insurance policies to ensure all insurable costs are adequately covered to safeguard the Authority's interests.
- Ensure all payrolls are processed timely, accurately and in accordance with tax laws and submit final payrolls to the bank.
- To ensure that all statutory obligations such as PAYE, VAT, NAPSA are adhered to.
- To participate in internal and external audits with accounting documents as requested and provide explanations for audit queries.
- To perform the Treasury functions, monitor and control movement of cash in order to ensure conformity to the Authority's policy and procedures.
- To submit monthly managed accounts to the Manager Finance for information, planning and action.
- To undertake any other duties assigned to the officer which are job related.

Reporting to: The Manager Finance

Job Title: Inspector – Licensing and Compliance (IBA/05)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- Bachelor of Mass Communication or Journalism.
- A Master's Degree in Mass Communication or Journalism will be an added advantage.
- Sound knowledge and skill in Media Law and Computer software.
- Below the age of 30 years.

Main Duties (Principal Accountabilities)

- To undertake effectively and efficiently inspection of content and programming of broadcasting houses in order to ensure compliance with statutory provisions.
- To undertake effectively the monitoring of compliance with advertising and sponsorship regulations in order to promote ethical broadcasting and compliance to broadcast licencing categories.
- To undertake effectively the monitoring of local content in broadcaster's programming in order to ensure compliance to local content requirements is achieved.
- To undertake any other duties assigned to the officer which is job related.

Reporting to: Manager – Licensing and Compliance

Job Title: Senior Licensing Officers – (3) Positions (IBA/05)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- Bachelor of Laws with five (5) years practical experience or any other related qualification.
- Certificate of Practice in the High Court - Advocate of the High Court of Zambia (AHZ)

- A Master's Degree in Business, Economics or Law will be an added advantage.
- Able to write analytical and technical reports.
- Below the age of 40 years.

Main Duties (Principal Accountabilities)

- To undertake effectively the receipt and screening of applications for broadcasting Licences in order to facilitate their consideration by the Board
- To undertake effective and efficient analysis of applications in line with set standards.
- To confirm with relevant institutions that information submitted by applicants is accurate.
- To undertake effectively conveyances of approved broadcasting licences in order to facilitate operations of such broadcasting houses.
- To undertake research on behalf of the authority on trends in broadcasting sector.
- To manage diligently licensee information in order to ensure information is always up dated.

Reporting to: Manager – Licensing and Compliance

Job Title: Purchasing and Supplies Officer (Procurement) – (IBA/07)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- Bachelor of Science in Purchasing and Supplies or Bachelor of Arts while also having CIPS/ZIPS.
- Graduate Diploma Chartered Institute of Purchasing and Supply (CIPS)
- Member of the Zambia Institute of Purchasing and Supply
- Knowledge in Public Procurement Guidelines
- Below the age of 30 years.

Main Duties (Principal Accountabilities)

- To undertake timely procurement of appropriate goods and services in order to maintain regular supply.
- To ensure value for money on all procurements for Goods, Works, Non-Consultant Services and Consultant Services
- Preparation of solicitation documents for Goods, Works, Non-Consultant Services and Consultant Services in line with the appropriate procurement method
- Preparing Evaluation Reports and Procurement Committee papers
- Provide Secretarial Services to the Procurement Committee
- Sourcing from the competitive sources.
- Preparing and drafting of Contracts for Goods, Works, Non-Consultant Services and Consultant Services
- Ensuring that all procurement records are properly kept and up to date
- Managing tender closing and opening and preparing tender opening reports
- Preparation of Annual Procurement Planning
- Provide Guidance on matters relating to Procurement to end-users
- Performs any other related duties that the supervisor may reasonably request from time to time.

Fresh Graduates are encouraged to apply

Reporting to: Head Procurement and Supplies Unit

Job Title: Purchasing and Supplies Officer (Supplies) – (IBA/07)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- Bachelor of Science in Purchasing and Supplies or Bachelor of Arts while also having CIPS/ZIPS.
- Graduate Diploma Chartered Institute of Purchasing and Supply (CIPS)
- Member of the Zambia Institute of Purchasing and Supply
- Exhibit knowledge in Public Procurement Guidelines
- Below the age of 30 years.

Main Duties (Principal Accountabilities)

- Offer high quality customer service to the end-users
- To undertake effectively the preparation of procurement requisitions in order to ensure the maintenance of stocks of essential goods.
- To ensure the timely updating and maintenance of stores and assets registers in order to secure the resources of the Authority.
- Manage the operations of the stores on daily basis
- Maintain Housekeeping and Safety
- Maintain and update all records relating to stores
- Timely submission of all stores reports
- Plan and coordinate the replenishment of inventory
- Duty of care for the Authority's inventory
- Participate in the preparation of annual budgets and procurement planning
- Performs any other related duties that the supervisor may reasonably request from time to time.

Fresh Graduates are encouraged to apply

Reporting to: Head Procurement and Supplies Unit

Job Title: Stenographer – (IBA/08)

Qualification /Experience

- Grade 12 certificate with five credits or better, including Mathematics and English.
- 80WPM shorthand and computer writing speed of 65WPM.
- Diploma in Office Management/Secretarial services will be an added advantage.
- Fluent in English.
- Below the age of 30 years.

Main Duties (Principal Accountabilities)

- To take and transcribe dictations accurately in order to facilitate the smooth operation of the Authority.
- To type accurately all correspondence in order to ensure the attainment of high quality standards and productivity.
- To attend promptly to all telephone calls in order to ensure timely attention and action.
- Enhance communication and recording of messages.
- To keep accurately records of appointments and assignments in order to ensure timely attention and action.

Reporting to: Administrative Officer

GENERAL ATTRIBUTES OF ALL ASPIRING CANDIDATES FOR POSTS AT INDEPENDENT BROADCASTING AUTHORITY

- Ability to work in an environment that practices open door policy.
- Ability to work with clients objectively without being personal.
- Ability to solve problems in an innovative manner.
- Ability to handle confidential matters.
- Ability to follow protocol in the office and in the field when carrying out the Authority's duties and tasks.
- Ability to dress formally on all working days unless advised otherwise.
- Ability to handle regulation matters from an economic point of view.
- Ability to handle all office work transparently.
- Self-driven in carrying out official tasks.
- Should be creative.
- Good planning and implementation/execution of the agreed strategies.

Please note that the persons desiring to fill any of the Ten (10) 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 referees **MUST** have no political affiliation).

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

Mark your application envelope with the position being applied for e.g "Manager – Human Resource and Administration".

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

The closing date for this advert is **15th December, 2020.**

Applications should be addressed to:

The Director General

The Independent Broadcasting Authority (IBA)

Mass Media Complex

Alick Nkhata Road

P. O. Box 32475

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