



CHAMBESHI WATER SUPPLY AND SANITATION COMPANY

JOB VACANCIES

Chambeshi Water Supply and Sanitation Company Limited (ChWSSC), is the Utility Company based in Northern and Muchinga Provinces of Zambia providing water and sanitation services under the provision of the Water and Sanitation Act No. 28 of 1997.

The vision of the Company is be “National Best Water Supply and Sanitation Services” and whose mission is to “Sustainably provide quality water supply and Sanitation services to the satisfaction of the customer while embracing innovation and stakeholder support” with the focus to ensure quality and affordable water sanitation services.

To achieve this, the company endeavors to ensure that it has the adequate staff with the right skills.

The Company now invites applications from suitably qualified Zambians to fill the following vacancy:

1. DIRECTOR HUMAN RESOURCE & ADMINISTRATION - SALARY GRADE CMS2

JOB PURPOSE:

To manage and coordinate effectively the human resource and administration functions of the Company by sourcing, developing and retaining quality human resources through world-class HR policies, processes, procedures and initiatives so as to enhance its operations.

DUTIES AND RESPONSIBILITIES:

- Develop and implement a comprehensive, integrated and effective Human Resource management framework that will foster a high-performance culture. Provide an advisory and consultative service to line managers on all aspects of Human Resources in order to foster best human resource practice and adherence to labour laws.
- Develop the strategy for the Human Resource and Administration function in the company in line with the corporate strategy and global best practice in order to ensure that the organization is viable both internally and externally as well as enhance staff morale and optimize the utilization of staff.
- Develops and oversees the implementation of robust human resource policies and procedures with respect to, compensation, manpower planning, benefits, developing performance management system, employee welfare/career development program, and employee performance feedback.
- Ensures and supports effectively human resource development for ChWSC in order to facilitate staff development and enhance performance through the annual staff development plan.

- Develops and implements policies and procedures to support the administrative functions of the Director. Develop plans and systems to ensure timely provision of administrative and logistical support services in order to facilitate efficient and effective delivery of services.
- Coordinates and consolidates the development of the resourcing strategy amongst all Directors in order to ensure that the workforce is well positioned to meet the current and future demands of the organizational goals.
- Review staff performance from time to time individually and collectively, through the performance appraisal and job evaluation instruments, in order to implement remedial measures and/or reward good performance.
- Ensures timely development of departmental and individual work plans in order to monitor and evaluate performance.
- Investigate any complaints by non-management employees related to the conditions of service and takes necessary action to address these in close liaison with respective line managers and the Managing Director.
- Research job and worker requirements, structural and functional relationships among jobs and occupations and occupational trends.
- Align the Human Resource direction with organizational and functional strategies and direction through long-term Human Resource plans in order to ensure that the workforce is well positioned to meet the current and future demands of the organizational goals.
- Performs any other duties that may be delegated from time to time.

QUALIFICATIONS AND EXPERIENCE

- Grade Twelve (12) School Certificate including Math & English
- Bachelor's Degree in Human Resource Management, Industrial Psychology or Public Administration or related from a recognized University/Institution.
- Master's degree preferably in Human Resources Management or Industrial Psychology from a recognized University/Institution.
- Fellow of the Zambia Institute of Human Resources Management (ZIHRM)
- 10 years of experience in Human Resources with at least 5 at senior management level in a human capital or human resources position in a reputable organization. Excellent working knowledge of a wide range of Labour Laws, Employment Code and Industrial Relations Act

OTHER ATTRIBUTES

- Good Strategic /Human Resource planning skills
- Highly developed leadership and management skills
- Computer literacy.
- High analytical skills and proven business acumen.
- Honesty, of high Integrity, accountable and result oriented.
- Good interpersonal and influencing skills.
- Excellent communication skills and forthright, as the job holder has to interact at the highest level with major stakeholders.

2. DIRECTOR TECHNICAL SERVICES - SALARY GRADE CMS2

JOB PURPOSE:

Manages all engineering operations relating to, Mapping, Construction of Water and Civil Structures, Water Demand Management, co-ordination of Non-Revenue Water reduction activities and the maintenance of company building infrastructure.

DUTIES AND RESPONSIBILITIES:

- Plan and coordinate water demand activities - Water Loss Management, Water Meter Management, Water Conservation and to provide technical expertise on the efficient management on the water supply system.
- Manage the metering programmes of the company in accordance with the Metering Policy.
- Manages construction of water networks, and company building infrastructure.
- Manage all land and engineering surveys of the company, acquisition of title, mapping, drouhting and the Geographical Information System (GIS) in order to keep an updated database of all Company infrastructures.
- Manage implementation of internally funded capital investment projects, monitoring and reviewing of project performance.
- Prepare, oversee and determine the departmental budget and ensures that the departmental objectives and operations are conducted within budget.
- Provide support and coordinate the provision of engineering consultancy services on water and sanitation systems to external clients.
- Maintains contact and liaison among CHWSC, Ministry of Lands, Local authorities in Northern province, ZESCO, Ministry of Local Government & Housing and offices with common interest in sharing utility and geographical data for developmental purposes.
- Develop systems aimed at ensuring that all material and equipment utilized in all departmental activities is efficiently and effectively utilized in accordance with the material utilization guidelines.
- Manages and encourages staff, optimizes their outputs and effectively manages relationships in order to achieve organizational goals.
- Agree to performance targets and conduct appraisal for all staff under his/ her supervision.
- Prepare and submit comprehensive technical pertaining to network repairs reports on a monthly and quarterly basis.
- Performs any other duties that may be delegated from time to time by superiors

QUALIFICATIONS AND EXPERIENCE

- Grade 12 (Form V) School Certificate including Math & English.
- Bachelor's degree in Mechanical Engineering, Chemical, Civil or Municipal Infrastructure or its equivalent from a recognized University/Institution.
- Master's Degree in Engineering or Municipal Infrastructure, Business Administration or any other relevant qualification at postgraduate.
- Fellow of the Engineering Institute of Zambia (EIZ).
- 10 years' experience in Water and Sanitation industry with at least 5 years' experience at Senior Management

OTHER ATTRIBUTES

- Good Strategic /Business planning skills
- Highly developed leadership and management skills
- Computer literacy.
- High analytical skills and proven business acumen.
- Honesty, of high Integrity, accountable and result oriented.
- Good interpersonal and influencing skills.
- Excellent communication skills and forthright, as the job holder has to interact at the highest level with major stakeholders.
- Demonstrated ability to galvanise the entire Company into achieving technical results



3. INTERNAL AUDITOR- SALARY GRADE CMS-4-RE-ADVERTISED

JOB PURPOSE:

Responsible for conducting audits across various departments in order to ensure adherence to internal controls and consumer compliance. Assists the Head-Audit and Risk Services to supervise and guide assigned officers within the department.

MAIN DUTIES AND RESPONSIBILITIES

- Assisting the Audit Services Head in preparing the annual audit work plan and the audit strategy.
- Participate in preparation and consolidation of the departmental budget in order to facilitate acquisition and allocation of resources
- Make recommendations to the Head-Audit and Risk Services on reviews to the Audit Strategy, Audit Policies and Procedures to enhance the workflow in the department
- Conduct independent and objective planned, follow up, ad hoc and forensic audit assignments in accordance with the audit procedures and terms of reference
- Issue audit reports and working papers with recommendations on internal controls, consumer compliance and corporate governance systems and make recommendations to strengthen observed deficiencies in policies, procedures and system processes.
- Supervise and coach subordinates in conducting planned, follow up, ad hoc and forensic audits including report writing, case management, working papers security and records management
- Educate and guide auditees by disseminating basis of risk profiling and risk rating.
- Undertakes timely preparation and submission of audit reports and working papers for review to the Audit and Risk Manager within the prescribed reporting timeline
- Participate in the development of the risk and disaster management plan in order to facilitate risk identification and implementation of the risk response strategy.
- Coordinate with the Auditor General's office and External Auditors and advise the Head-Audit and Risk on any issues for escalation to the board and management
- Ensure that individual performance targets, skills assessment and development targets are set, and appraisals undertaken with the supervisors in accordance

with the performance management timelines in order to enhance individual and organizational performance.

- Ensure that performance targets, skills assessment and development targets are set, and appraisals undertaken with subordinates in accordance with the performance management timelines in order to enhance individual and organizational performance
- Prepare accurate routine Internal Audit and special reports required by management and the board on a monthly/ quarterly and annual basis.
- Perform any other duties as delegated by the supervisor

QUALIFICATIONS AND EXPERIENCE

- Grade 12 (Form V) School Certificate including Math & English.
- Full professional accounting qualification such as ACCA, CIMA, ZICA, CA-Zambia or its equivalent.
- Member of ZICA /ACCA /CIMA, Institute of Internal Audit
- Master of Finance/MBA is an added advantage or its equivalent.
- Proven Business Knowledge and practical experience in the water sector
- 4 years 'work experience as an Internal Auditor or similar role, preferably in auditing/controlling or closely related field is highly desirable.

4. DISTRICT MANAGERS-SALARY GRADE CMS 4 (04)

PURPOSE OF THE JOB

To plan, coordinate and manage operations at the district in the provision of quality water and sanitation services, commercial services including customer relations so as to contribute to financial viability and service delivery.

DUTIES AND RESPONSIBILITIES:

The successful candidate is expected to do the following duties:

- Plans the daily, weekly and monthly production schedules to ensure supply of quality water and sewerage services at the district.
- Ensures adequate water and sewerage service delivery to customers as per service level guarantee.
- Plans, monitors and controls district operations and water production against set targets.
- Ensures that maintenance and repairs are carried on all plant, machinery and vehicles according to maintenance schedules in order to minimize interruptions to operations.
- Prepares and monitors the district budgets so as to operate within approved parameters.
- Ensures correct metering, billing and revenue collection is carried out as planned in order to achieve or exceed district set targets.
- Supervises, trains, coaches and disciplines subordinates.
- Enhances business in the district by maintaining collection efficiency above 100%.
- Maintains good industrial relations with the workers, customers and stakeholders.
- To represent the Company in all stakeholder meetings fora at district level.
- To Prepare and submit required district reports on time.

- Performs any other duties, in line with the job, as assigned by the Supervisor from time to time.

QUALIFICATIONS AND EXPERIENCE

- Grade 12 (Form V) School Certificate including Math & English.
- Degree in any Engineering field or a Business-related degree with practical experience in an engineering industry or company.
- A minimum of 3 years post qualification experience.
- Member of the Engineering Institute of Zambia (EIZ) or Field of Qualification.
- Registered with the Engineering Regulatory Board (EngRB).
- In possession of a Clean Driver's license.

OTHER ATTRIBUTES

- Must be self-motivated, analytical and fluent in English languages both written and oral.
- Applicants must be willing to work in any District where the ChWSSC operates.
- Must be computer literate and proficient in Microsoft Word, Excel and AutoCard.

5. REGISTRY CLERK - SALARY GRADE CMS7

JOB PURPOSE:

To provide efficient and effective registry services in order to enhance accessibility to relevant information in the company.

DUTIES AND RESPONSIBILITIES:

The successful candidate is expected to do the following duties:

- Undertake timely opening of new files and closing of old ones to foster information storage and retrieval.
- Maintain accurate records of incoming and outgoing mails and files to avoid losses and misdirection within the company.
- Circulate confidential mails and files to auctioning officers to avoid delays and leakages.
- Prepare inventory of files in an efficient and timely manner so as to facilitate accountability.
- Storing, arranging, indexing and classifying documents and information securely.
- Locate correct forms and inventory all the times or as may be required.
- Use scanners to convert forms, receipts, and reports into electronic format.
- Work with electronic storage media, such as hard drives, floppy drives, and CD-ROMs.
- Undertake and agree to performance targets.
- Prepare reports pertaining to the operation of the unit on a regular basis
- Performs any other duties as assigned by the Supervisor from time to time.

QUALIFICATIONS AND EXPERIENCE

- Grade 12 School Certificate including Math & English.
- Diploma in Library Studies/Record Management or equivalent
- Two (2) years' work experience.
- Member of relevant professional body.
- Computer literate.



6. DRIVER-SALARY GRADE CMS-8

JOB PURPOSE:

To drive in a safe manner assigned Company vehicle, in order to transport staff, goods, equipment and mail.

MAIN DUTIES

- Drives the assigned vehicle transporting staff to and from work and collecting/delivering materials, parcels, mail etc, while observing traffic rules and regulations
- Cleans the assigned vehicle in order to maintain it in a clean and serviceable condition.
- Conducts daily pre operating check on the assigned vehicle, by checking tyre pressure, oil and water levels, indicators etc to confirm that vehicle is fit for service.
- Ensures regular servicing of the assigned vehicle by alerting supervisor on due service date or mileage so as to maintain the vehicle in sound working condition.
- Logs all trips in the vehicle log book for accountability.
- Reports all accidents involving a Company vehicle under his care, to the police and makes a sketch of the position of the vehicle, takes the particulars of the other vehicle and its Driver, and at the earliest opportunity reports to the supervisor
- Parks the assigned vehicle in a safe and authorized place
- Performs any other duties as assigned by the Supervisor from time to time.

QUALIFICATIONS AND EXPERIENCE

- Grade 12(Form v) School Certificate including Mathematics.
- Craft Certificate in Auto Mechanics
- Class C Driver's license a must
- Work experience of a minimum of 3 Years.
- Able to work with minimum supervision.
- Self-disciplined
- Ability to work in solitary conditions for long hours

HOW TO APPLY

Closing date for receiving applications is Friday, 14th March, 2025. ChWSSC provides equal employment opportunities and those who meet the above qualifications and are interested can forward their applications, CVs and certified copies of their Academic and Professional Qualifications to:

The Managing Director
Chambeshi Water Supply and Sanitation Company Limited
P.O.Box 410397
KASAMA
Zambia

Or Email: hr@chwssc.co.zm- Online application should be sent as one PDF document.

