



WE ARE HIRING!

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EMPLOYMENT OPPORTUNITIES:

- CORPORATE AFFAIRS MANAGER (1 POSITION)
- MANAGER POWER AND ICT DEVELOPMENT (1 POSITION)
- RISK MANAGEMENT MANAGER (1 POSITION)
- ENVIRONMENTAL MANAGER (1 POSITION)
- PROCUREMENT OFFICER (1 POSITION)
- ICT OFFICER (1 POSITION)
- SECURITY OFFICER (1 POSITION)

1.0 CORPORATE AFFAIRS MANAGER (1 POSITION)

Identification

Job Title : Corporate Affairs Manager
Reporting to : Director – Business Development & Marketing
Department : Commercial & Marketing

Job Purpose

To plan and direct the overall strategic function of public relations, marketing & customer care/support programs for the Lusaka South Multi Facility Economic Zone (LS-MFEZ). Ensuring that all activities are designed to promote, create, and maintain a favorable public image for LS-MFEZ both internally and externally. The job entails ensuring robust communication, marketing and customer care/support that promotes, maintains, and improves the image and reputation of the LS-MFEZ.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
ACTION PLAN	To provide functional oversight for communications, marketing, and customer care/support for the LS MFEZ in line with the company's strategic objectives. The job holder will ensure efficient and effective pursuit of:
RESPONSIBILITIES	<p>Preparation of the 5-year communications and marketing Strategy of the LS-MFEZ and the long-term communications and marketing expenditure estimates.</p> <ul style="list-style-type: none"> • Preparation and management of the implementation of the Annual Communication Plan for the LS-MFEZ. • Preparation and management of the LS MFEZ Customer Care Policy. • Drive communications, public relations, community affairs, and corporate social responsibility activities in alignment with corporate policies. • Prepare and with the approval of the Managing Director issue press releases and press statements and respond to press queries aimed at enhancing goodwill and safeguard the good image as well as positively market the corporate brand of the LS-MFEZ. • Oversee the efficient and effective management of the LS-MFEZ website and social media platforms in manner that interactively projects information that enhances company reputation and identity. • Advise and guide the company regarding external/internal threats and opportunities and create strategies to protect, enhance and/or accelerate business strategies. • Identifying new business development opportunities to enhance overall company and client growth. • Oversee the timely, effective and good quality preparation of content for all LS-MFEZ communications materials across all media channels and platforms and to all categories and segments of stakeholders. • Develop content for industry publications, press releases and brochures and other communication channels that aligns with communication objectives, key messages, and priorities, including identifying new ways to communicate with key stakeholders. • Develop LS MFEZ standard brand guideline for use in all publications baring LS MFEZ vision, mission, and mandate.

CLIENT RELATIONSHIP/CUSTOMER CARE	Provide functional oversight in ensuring that the LS MFEZ Customer Service Policy is being adhered to and the stakeholder and investors are being served in line with the approved policy.
RESEARCH	Keep up to date on industry trends, conduct market research on all SEZ locally and globally as well as for any new business and/or product lines which the LS MFEZ envisages to introduce.
MEDIA COVERAGE	Ensure that external coverage of company's work is well secured and use of newspapers, radio and TV and company's topics and messages in the national news agenda are widely covered. Package and develop LS MFEZ offering through physical, written, audio and visual modes.
COORDINATE EVENTS	Ensure that all company events are coordinated according to timeframes and the company fulfils its mandated function
STAKEHOLDER ENGAGEMENT	Develop and drive key aspects of stakeholder management plans, including approaches to mapping and monitoring key relationships, engaging regularly with stakeholders, and supporting key personnel in developing and enhancing these relationships.
GOVERNMENT RELATIONS	Ensure close and cordial relations are maintained with all line ministries and that all communications are in line with Government's mandate.
INVESTOR RELATIONS	Solicit and map new investors to the LS MFEZ for mutual business benefit and in line with LS MFEZ vision and mission.
CORPORATE SOCIAL RESPONSIBILITY	Ensure that LS MFEZ Corporate Social Responsibility policy is adhered to and the LS MFEZ consistently engages in CSR activities.
MARKETING	Engage in aggressive promotion of the LS MFEZ through deliberate target marketing aimed at promoting and packaging the LS MFEZ. This includes EXPOs, business meetings both locally and internationally, in line with LS MFEZ approved marketing strategy and plan. This may include and not be limited to: <ul style="list-style-type: none"> • Packaging of unpacked LS MFEZ land • Investor solicitation for packaged projects • Funder solicitation for infrastructure projects • Marketing of new revenue lines • Marketing communications to promote existing and new revenue lines
ADVERTISING	Ensure all advertisements are in line with LS MFEZ brand guideline and standards conveying sound messages about the company.
POLICIES	Adheres to and implements all company policies and procedures.

Minimum Required Qualifications & Experience:

- Full Grade 12 Certificate.
- Bachelor's Degree in Marketing, Communication & Media, Public Relations or related field
- Master's Degree in Marketing, Communication & Media, Public Relations or related field is an added advantage.
- 5 years post qualifying experience
- Professional Membership to a relevant body such as ZIPRC

Skills & Attributes

- In depth research and analysis
- Excellent Interpersonal skills
- Creativity, innovative adaptability
- Multi-tasking skills
- Good understanding of Business practices
- Must possess excellent communication skills

2.0 MANAGER POWER AND ICT DEVELOPMENT (1 POSITION)

Identification

Job Title : Manager Power and ICT Development
 Reporting to : Director – Planning and Technical
 Department : Planning and Technical

Job Purpose

Oversee the design, planning, implementation, and maintenance of electrical and communication infrastructure within the LSMFEZ. This role will be pivotal in ensuring the uninterrupted operation of critical infrastructure systems, managing billing processes, and coordinating maintenance activities to uphold the highest standards of reliability and efficiency.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
TECHNICAL ADVICE	Provide technical expertise and guidance to internal stakeholders and external partners on matters related to electrical and communication infrastructure.
SITE VISITS AND INSPECTIONS	Ensure compliance with regulatory requirements, safety standards, and industry best practices in the design, installation, and operation of electrical and communication systems. Conduct regular inspections and audits of infrastructure assets to assess condition, identify.
BILLING AND TARIFFS	Manage billing processes related to electrical and communication services provided within the LSMFEZ, including monitoring usage, generating invoices, and reconciling accounts.
POWER PURCHASE AGREEMENTS	Manage all Power Purchase agreements with ZESCO and all our clients in the Zone. processes related to electrical and communication services provided within the LSMFEZ, including monitoring usage, generating invoices, and reconciling accounts.
FEASIBILITY STUDY	Conduct feasibility studies for major and minor works and recommend new projects or extension of the existing ones.
MONITOR PROJECTS	Lead project teams in the execution of infrastructure projects from concept development through to implementation, ensuring adherence to budgetary and timeline constraints.
RESEARCH AND DEVELOPMENT	Undertake research on best approaches and develop new approaches to improve service delivery.
ELECTRICAL AND COMMUNICATION DESIGN	Design and plan electrical and communication infrastructure projects within the LSMFEZ, including power distribution systems, telecommunication networks, and associated facilities.
INFRASTRUCTURE MAINTAINANCE	Develop and implement preventive maintenance programs for electrical and communication infrastructure to minimize downtime and optimize performance.
REPORTS	Preparation of reports on all power and Communication projects to ensure that decisions are based on the best possible information.
POLICIES	Develop and implement policies that facilitate efficient and effective power and communication services to investors.

Minimum Required Qualifications & Experience:

- Full Grade 12 certificate
- Bachelor's Degree in Electrical/ Telecommunications Engineering
- Master's Degree is an added advantage.
- 5 years post qualifying experience.
- Professional Membership to relevant professional body

Skills & Attributes

- Good business sense
- In-depth understanding of Engineering principles
- An ability to navigate a technical environment.
- Project Management skills
- Plenty of initiative

3.0 RISK MANAGEMENT MANAGER (1 POSITION)

Identification

Job Title : Risk Management Manager

Reporting to : Managing Director

Department : Internal Audit

Job Purpose

The Risk Manager will oversee the organization's comprehensive risk management program, assessing and identifying risks that could impede the reputation, safety, security, or financial success of the organization.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
COMPLIANCE	Monitors compliance with the organization's Risk Management Policies
POLICIES	Establishes Risk management framework to identify and address risks in the organisations services and departments. To establish the Enterprise Risk Management System and ensure that risk is maintained within the approved risk appetite
STRATEGIC PLANNING	Integrate risk in all strategic planning and ensure that business opportunities are exploited
ADVISORY	Keep Management as well as the Audit and Risk Management Committee informed of emerging trends and developments on the risk management practices. Also offer advisory services on risk mitigation
BUDGETING	Prepare budget proposals and ensure enough resources are allocated to ERM process
RISK REGISTER	To develop and maintain a consolidated Risk Register as well as ensuring that it is up to date
PLANNING	Draws up plans for the management of risk throughout the organization.
RISK ASSESSMENT	<ul style="list-style-type: none"> Conducts risk assessments, collecting and analyzing documentation, statistics, reports, and market trends. Reviews and assesses risk management policies and protocols; makes recommendations and implements modifications and improvements.
RISK MONITORING	<ul style="list-style-type: none"> Implements and monitors systems, policies and procedures relevant to the risk mitigation. Conduct Pre audits for all payments Provides advice and service assistance to all functional areas on risk management matters.
REPORTING	Regularly reports on compliance and effectiveness of the risk management systems and processes for management use and Quarterly report for on submission to the Board through the Audit and Risk Committee.
RISK AWARENESS	Develops or sources and provides risk management awareness training as well as specific training and education programs throughout the organization.

Minimum Required Qualifications & Experience:

- Full Grade 12 certificate.
- Bachelor's Degree in Risk Management, Economics, Accountancy, Business Administration or any other related/equivalent fields.
- Master's Degree is an added advantage.
- Risk Management Certification.
- 5 years post qualifying experience.
- Member of a professional body.

Skills & Attributes

- Knowledge on various organizational processes and operations both technical and business.
- Knowledge on Enterprise Risk Management will be an added advantage.
- Strong interpersonal skills
- Good analytical Skills
- Good communication skills – both written and oral
- Presentation and facilitation skills
- General IT knowledge

4.0 ENVIRONMENTAL MANAGER (1 POSITION)

Identification

Job Title : Environmental Manager
 Reporting to : Manager – Planning & Development
 Department : Planning and Technical

Job Purpose

To control environmental, Public Health and safety activities in the zone and ensure that developments in the zone are implemented in an environmentally friendly manner in accordance with local and international environment regulation and legislation standards.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
ACTION PLAN	Provide strategies and actions for implementing environmental, Public Health and safety activities in the zone planned, resourced and approved by management.
COMPLIANCE	Environmental activities in the in the Economic zone are monitored, controlled complied with environmental international and local legislation requirements. Monitor investor's public health and safety matters and compliance on their premises.
ENVIRONMENTAL STANDARDS	Maintain a relationship with the appropriate regulatory bodies and ensure that Environmental legislation is reviewed up to date in line with international and local legislation requirements. Prepare Environmental Impact Assessments for investors. Ensure the Investors Implement the ZEMA approved environmental mitigation measures are implemented by the Investors.
ENVIRONMENTAL STANDARDS	Undertake studies of operations and processes to ensure that investors. comply with the best environmental standards and ensure that benefits of the investor development on the economy, environment and community are assessed and understood.
IMPACT ASSESSMENTS STATEMENTS	Provide the main source of advice and guidance to the company and Investors. Guide investors in the zone and other clients on health and safety matters and monitor the company's operations, processes, and procedures to ensure that they comply with health and safety regulations.
HEALTH & SAFET	Provide environmental assessment reports
REPORTS	Coordinates the implementation of technical policies and programs of the LS-MFEZ.
POLICIES	Provide strategies and actions for implementing environmental, Public Health and safety activities in the zone planned, resourced and approved by management.

Minimum Required Qualifications & Experience:

- Full Grade 12 certificate.
- Bachelor's Degree in Natural Sciences, Environmental Management or related.
- Master's Degree is an added advantage.
- 5 years post qualifying experience.
- Professional Membership.

Skills & Attributes

- Good business sense
- In-depth understanding of Environmental principles
- An ability to navigate a technical environment.
- Project Management skills
- Plenty of initiative

5.0 PROCUREMENT OFFICER (1 POSITION)

Identification

Job Title : Procurement Officer
Reporting to : Manager - Procurement
Department : Procurement

Job Purpose

To assist the Procurement Manager in carrying out Procurement functions involving procurement of goods, works, services, and consulting services while considering value for money principles.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
RECEIVING OF REQUISITIONS	Receives requisitions which are fully approved from end users and obtain quotations by processing requests for quotations to suppliers of goods and service both capital and revenue expenditure and analyze them to select the supplier offering the best value for money.
CONTRACTS AND PURCHASE ORDERS	Conducts price reasonableness analysis and prepares contracts and purchases orders from selected quotations which meet the specifications and user requirements and deliver to supplier after approval.
NEGOTIATION	Negotiates price discounts, quality, and delivery dates with suppliers to achieve value for money and timely delivery.
DELIVERIES	Expedites deliveries of orders through appropriate dialogue with suppliers and ensures goods delivered are of the correct quality amount, specification.
COMMITTEE MEETINGS	Prepares procurement committee papers for goods and services according to thresholds prescribed by the Zambia Public Procurement Authority (ZPPA).
DISPOSAL OF GOODS	Undertake timely identification and disposal of goods in order to create storage space.
POLICIES	Coordinates the implementation of Procurement policies and programmes of the LS-MFEZ.
REPORTING	Prepares monthly, quarterly, and annual reports and submit them to Management.

Minimum Required Qualifications & Experience:

- Full Grade 12 Certificate
- Bachelor's Degree in Purchasing & Supply or its equivalent professional qualification such CIPS/ZIPS
- 4 years post qualifying experience particularly in public procurement
- Professional Membership to a relevant body such as ZIPS/CIPS.

Skills & Attributes

- Proven knowledge and understanding of project planning and implementation.
- Knowledge of and experience with ZPPA procurement rules and regulations.
- Good analytical skills.
- Good interpersonal and team building skills.
- Effective negotiations skills.
- Good oral and written communication skills.
- Must be proactive and result oriented.

6.0 ICT OFFICER (1 POSITION)

Identification

Job Title : ICT Officer

Reporting to : Finance Manager

Department : Finance

Job Purpose

To be responsible for maintaining and improving the information and communications technology (ICT) infrastructure of the LSMFEZ. This includes supporting a wide range of business operations, including IT infrastructure management, network security, data management, system support, and user training..

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
NETWORK ADMINISTRATION AND SECURITY	Ensure the availability and reliability of the LSMFEZ's ICT infrastructure, including networks (LAN, WAN, Wi-Fi) and telecommunication systems. Implement and monitor network security protocols, firewalls, and antivirus software to protect sensitive information. Regularly update network architecture to ensure scalability and performance for all stakeholders.
SYSTEM MAINTENANCE AND SUPPORT	Manage day-to-day operation and maintenance of hardware and software systems, including servers, workstations, and mobile devices. Troubleshoot and resolve technical issues related to system failures, downtime, and software incompatibilities. Ensure system upgrades and patches are applied regularly to maintain optimal performance.
DATA MANAGEMENT AND BACKUP	Establish a robust data management framework to ensure the secure storage, retrieval, and backup of all business-critical information. Develop and implement data recovery plans to ensure business continuity in case of data loss or corruption.
ICT STRATEGY DEVELOPMENT AND IMPLEMENTATION	Assist in developing and implementing the ICT strategy that aligns with the LSMFEZ's goals, focusing on modernization and efficiency. Evaluate emerging technologies and recommend upgrades or new solutions to improve the zone's ICT infrastructure.
STAKEHOLDER SUPPORT AND TRAINING	Provide technical support to stakeholders to resolve ICT-related issues and deliver user training sessions to improve ICT literacy among stakeholders, ensuring they can effectively use systems provided.
ICT EQUIPMENT	Oversee the installation and management of ICT equipment (computers, servers, telecommunication devices).
CYBERSECURITY AND COMPLIANCE	Develop and enforce ICT security policies to protect the LSMFEZ's infrastructure from internal and external threats. Ensure compliance with local and international data protection regulations, including ensuring proper access controls and monitoring for suspicious activities. Conduct regular vulnerability assessments to ensure the LSMFEZ's systems are secure.
WEBSITE AND GRAPHICS DESIGN	Create and maintain the Company website and ensure that it is functional and attractive at all times. Having a good understanding of front-end and back-end coding to create functions that work and look appealing.
POLICIES	Coordinates the implementation of policies and programs of the LS-MFEZ.

Minimum Required Qualifications & Experience:

- Full Grade 12 certificate.
- Bachelor's Degree in Information Technology, Computer Science, or a related field.
- 4 years post qualifying experience in ICT roles
- Knowledge of Zambian laws, regulations, and best practices in the ICT Sector.
- Professional membership to a relevant body.

Skills & Attributes

- Strong technical troubleshooting skills.
- Knowledge of ICT infrastructure management (servers, networks, cloud).
- Excellent communication and interpersonal skills, with the ability to train and support non-technical users.
- Strong organizational skills and ability to manage multiple tasks simultaneously.
- Ability to work independently and as part of a team.
- Proactive and able to stay up-to-date with industry trends and new technologies.

7.0 SECURITY OFFICER (1 POSITION)

Identification

Job Title : Security Officer
Reporting to : Human Resource & Administration Manager
Department : Human Resource & Administration

Job Purpose

To be responsible for planning, developing, and managing all security-related activities in the LSMFEZ. This role involves safeguarding the company's and investors'/Clients assets, ensuring the safety of personnel, and maintaining an overall secure environment for all stakeholders.

KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
SECURITY STRATEGY DEVELOPMENT AND IMPLEMENTATION	Develop and implement a comprehensive security plan that protects all infrastructure within the LSMFEZ. This includes conducting regular risk assessments, identifying potential security threats, and recommending mitigation strategies.
ASSET AND PROPERTY PROTECTION	Ensure a robust security presence to prevent theft, vandalism, and unauthorized access to restricted areas.
PERSONNEL AND VISITOR SAFETY	Establish and enforce security protocols to ensure the safety of all employees, residents, investors and visitors within the economic zone. Manage access control, emergency response procedures, and employee safety training programs.
SECURITY SYSTEMS MANAGEMENT	Oversee the installation, maintenance, and monitoring of all physical and electronic security systems, including surveillance cameras, alarms, and access control systems. Ensure the state-of-the-art security technologies are implemented to enhance zone-wide safety.
INCIDENT RESPONSE AND INVESTIGATION	Lead the response to security incidents, emergencies, or breaches within the zone. Coordinate with local law enforcement and emergency services when necessary. Conduct thorough investigations into security incidents and provide detailed reports with recommendations for improvement.
POLICY DEVELOPMENT AND COMPLIANCE	Assist in the development and implementation of HR policies, procedures, and guidelines in compliance with legal and regulatory requirements. Ensure adherence to labour laws, company policies, and industry standards.

Minimum Required Qualifications & Experience:

- Full Grade 12 Certificate
- Bachelor of Arts in Defense & Security or related field
- 4 years post qualifying experience.
- Knowledge of Zambian laws, regulations, and best practices.

Skills & Attributes

- Strong leadership and people management
- Risk assessment and mitigation
- Crisis and incident management
- Knowledge of modern security systems and technologies
- Regulatory and compliance understanding
- Strong investigative and reporting skills.

Candidates who meet the specified requirements are encouraged to apply by submitting their application together with an updated Curriculum Vitae, copy of National Registration Card and certified copies of academic and professional certificates as a SINGLE DOCUMENT to info@lsmfez.co.zm not later than Friday 8th November 2024.

Lusaka South Multi Facility Economic Zone is committed to providing equal employment opportunities without discrimination on basis of color, tribe, race, religion, belief, gender, disability, marital status and ethnicity.

All applications should be addressed to:

The Managing Director
Lusaka South Multi Facility Economic Zone
Plot F10723, Chifwema Road,
LUSAKA.