



## VACANCIES ANNOUNCEMENT

### Advertisement No.6 of 2026 (Both External and Internal)

3<sup>rd</sup> July 2026

The Zambia Statistics Agency (ZamStats) was established under the Statistics Act, Chapter 127 of the Laws of Zambia, for the coordination of an integrated National Statistical System (NSS) to build a sustainable capacity for the production and use of statistical data and information for planning purposes at all levels of governance.

ZamStats has embarked on a transformative agenda which responds to the current trends in the statistical eco-system. In this regard, ZamStats hereby invites applications from suitably qualified Zambian nationals who are self-driven and dynamic with an impeccable track record to fill the following vacant positions:

S/N	Job Title	Salary Grade	Number of Vacancies
1	Manager – Geographical Information Systems	ZSA03/L	1
2	Manager – Training and Development	ZSA03/L	1
3	Manager – Management Information System	ZSA03/L	1
4	Manager - Procurement and Supplies	ZSA03/L	1
5	Principal Communications Officer	ZSA04/K	1
6	Senior Statistician – Balance of Payment	ZSA05/J	1
7	Senior Purchasing and Supplies Officer	ZSA05/J	1
8	Senior Planner	ZSA05/J	1
9	Training Officer	ZSA06/I	1

10	Monitoring and Evaluation Officer	ZSA06/I	1
11	Planner	ZSA06/I	1
12	Maintenance officer	ZSA08/F	1
13	Receptionist	ZSA08/F	1

## **1. Manager – Geographic Information Systems (Salary Grade ZSA03/L) (1 Position)**

### **A. Job Purpose**

To coordinate the development, implementation, maintenance and modernization of the National Statistical Geographic Information System (GIS) and National Spatial Data Infrastructure (NSDI); manage geospatial statistical standards, metadata, spatial data integration, census cartography, geospatial analytics and dissemination systems; and support the production of high-quality geospatial statistics, spatially-enabled official statistics and evidence-based decision-making across the National Statistical System.

### **B. The job holder will perform the following functions:**

- i Modernise Geographic Information System (GIS) and NSDI systems.
- ii Improve geospatial systems integration with statistical data to support small-area estimation, grid-based statistics, and evidence-based decision-making, in line with the UN Global Statistical Geospatial Framework (GSGF).
- iii Establish and maintain a comprehensive, accurate, and continuously updated National Statistical Geographic Database, including administrative boundaries, enumeration areas, settlements, and infrastructure layers
- iv Ensure census and survey operations are supported by reliable cartographic products, including enumeration area maps, sampling frames, and field operation tools.
- v Strengthen National Spatial Data Infrastructure (NSDI) governance and ensure compliance with national spatial data infrastructure (NSDI) policies, where applicable.
- vi Coordinate geospatial stakeholders and Promote geospatial data sharing
- vii Develop and enforce geospatial data standards, metadata frameworks, quality assurance benchmarks, and documentation protocols
- viii Oversee the development and maintenance of geoportals, interactive maps, and dashboards for internal and public use.
- ix Improve geospatial accessibility and enhance user support.

- x Promote the use of geospatial data for monitoring national & development indicators and policy support.
- xi Improve local-level statistics through implementation of small areas techniques.
- xii Protect geospatial systems and data, and manage geospatial risks.
- xiii Build institutional capacity for the adoption of modern geospatial technologies, including remote sensing, satellite imagery, GPS data collection, and geoportal/dashboard development.
- xiv Implement the annual workplan through effective resource management and staff performance.
- xv Safeguard respondents and uphold confidentiality, cyber-security and ethical standards.

### **C. Minimum Qualifications and Experience**

- i. Grade 12 School Certificate or its equivalent with five (5) O levels
- ii. Bachelor's Degree in GIS, Geomatics, Surveying, Geography, Cartography, Remote Sensing, Geospatial Science, Statistics, Computer Science, or equivalent relevant field, Statistics, Social Sciences, Epidemiology, Biostatistics and other related fields
- iii. Master's Degree in a relevant field will be an added advantage.
- iv. At least eight (8) years relevant experience, of which three (3) years should be at Management/Supervisory Level

### **D. Desired Knowledge**

- i. Analytical Skills ( Knowledge of statistical packages relevant for GIS (ArcGIS, QGIS, Python, R);
- ii. Geospatial Statistics;
- iii. Census Cartography
- iv. Small Area Estimation;
- v. Remote Sensing;
- vi. Spatial Data Infrastructure;
- vii. Geoportal Administration;
- viii. Spatial Databases (PostGIS/SQL);
- ix. GeoAI Applications;
- x. SDMX-Geospatial Integration;
- xi. Data Quality Assurance Frameworks (SDMX/DDI)
- xii. Metadata standards and documentation;
- xiii. Strategic and project planning
- xiv. Budgeting, and Monitoring and Evaluation

## **E. Desired Competences and Personal Attributes**

- i. Result oriented, demonstrate ability to work under strict deadlines
- ii. Integrity and confidentiality;
- iii. Problem-Solving Skills
- iv. Demonstrated commitment to duty and resilience
- v. Stakeholder engagement & diplomacy
- vi. Leadership and people development;
- vii. Strong Analytical skills
- viii. Stakeholder Engagement and Diplomacy
- ix. Communication and Advocacy Skills
- x. Integrity and Confidentiality
- xi. Project and risk management

## **2. Manager– Training and Development (Salary Grade ZSA03/L) (1Position)**

### **A. Job Purpose**

To Coordinate the development and implementation of capacity building and professional development programmes in order to enhance skills/competences and performance in the Agency and National Statistical System (NSS). The Manager is responsible for the design, delivery, and continuous improvement of the National Statistical Office's institutional training program. The role ensures that staff at all levels—from temporary field enumerators to senior technical officers—have the statistical, technical, and operational competencies required to produce credible official statistics. The position leads training needs analysis, curriculum development, and the standardized delivery of large-scale field training for census and survey operations, while building sustainable internal training capacity and a learning culture across the institution.

### **B. The Job Holder will perform the following functions:**

- I. Establish an enterprise Learning and Development (L&D) Sstrategy aligned to the Agency transformation and competency framework.
- II.
- III. Manages effectively the development and implementation of the training policy on statistics related training in order to ensure consistency across the NSS.

- IV. Design and implement the National Statistical Office (NSO's) annual and multi-year institutional training program, covering technical, statistical, and operational competencies.
- V. Oversee the planning and delivery of recurring professional development training for staff across all Departments.
- VI. Ensure training programs are responsive and regularly updated to reflect emerging methodologies, technologies, and international statistical standards
- VII. Coordinate the conduct of regular Training Needs Assessment in order to identify skills gaps and facilitate appropriate training programmes.
- VIII. Develop structured training curricula, modules, and materials based on identified needs.
- IX. Manage timely the preparation and implementation of training plans in order to ensure coordinated capacity building.
- X. Develop and maintain a learning and competency framework for the institution, including defined career development pathways.
- XI. Establish and manage partnerships with universities, regional statistical training centres, external training providers, NSS actors and donors and other training institutions to support staff development.
- XII. Support the development or strengthening of a Statistical Training Institute or equivalent internal training structure, where applicable.
- XIII. Establish mechanisms to evaluate training effectiveness, including post-training assessments and certification, and conduct periodic monitoring and evaluation of training programmes in order to develop appropriate interventions.
- XIV. Oversee timely development and implementation of training materials in order to ensure standardized training across the NSS.
- XV. Manages timely development of individual and section work plans in order to monitor and evaluate performance.
- XVI. Manage effectively the human and other resources in the section in order to attain the objectives of the Agency.
- XVII. Coordinate staff nominations and participation in international and regional training programs, fellowships, and study tours.

- XVIII. Build internal trainer pool and mentorship system to reduce cost and sustain learning and provide ongoing mentorship and support to internal trainers to maintain training quality and consistency.
- XIX. Lead the planning and delivery of large-scale enumerator, supervisor, and district coordinator training ahead of census and survey field operations.
- XX. Standardize training delivery across regions to ensure consistency in data collection nationwide.
- XXI. Oversee competency testing and certification of trainees prior to field deployment
- XXII. Prepare regular reports on training activities, outcomes, and budget utilization for senior management.

**C. Minimum Qualification and Experience**

- i. Grade 12 School Certificate or its equivalent with five (5) O levels
- ii. Bachelor's degree in Human Resource Management , Education, Organizational Development, Business Administration, Public Administration or related field;
- iii. Master's Degree in a relevant field will be an added advantage
- iv. A member of the Zambia Institute of Human Resource Management
- v. Eight (8) years experience, three (3) of which in a Learning and Development environment, Organisation development role; delivery of competency-based programmes and training evaluation.

**E. Desired Knowledge**

- i Training needs analysis;
- ii curriculum design;
- iii facilitation and adult learning;
- iv coaching;
- v learning evaluation
- vi LMS/learning records systems;
- vii budgeting and vendor management.
- viii Strategic Human Resource Planning
- ix Performance Management
- x Human Resource Information Management System (HRIMS)

**F. Desired Competences and Personal Attributes**

- i. Result oriented, demonstrate ability to work under strict deadlines
- ii. Integrity and confidentiality;
- iii. Problem-Solving Skills
- iv. Demonstrated commitment to duty and resilience

- v. Stakeholder engagement & diplomacy
- vi. Leadership and people development;
- vii. Strong Analytical skills
- viii. Stakeholder Engagement and Diplomacy
- ix. Communication and Advocacy Skills
- x. Integrity and Confidentiality
- xi. Project and risk management

### **3. Job Title: Manager – Management Information System (Salary Grade ZSA03/L) (1Position)**

#### **a. Job Purpose**

Provide technical leadership in the development, administration, optimisation, and security of ZamStats' databases, data pipelines, data engineering workflows, and statistical information systems. The role ensures high performance, reliability, and integrity of the Agency's data infrastructure by overseeing database design, ETL/ELT processes, data modelling, backup and recovery, metadata management, SDMX implementation, and integration of statistical production systems. The Manager supports the production of high-quality official statistics and drives digital transformation across the National Statistical System (NSS).

#### **b. The Job Holder will perform the following functions:**

- i. Ensure system integrity
- ii. Develop automated data pipelines for statistical workflows
- iii. Enforce data consistency and quality and enable interoperability
- iv. Protect data assets from breaches and loss, Ensure recovery readiness and enforce access controls.
- v. Improve metadata governance and Enhance discoverability..
- vi. Strengthen SDMX implementation and
- vii. Support census & survey systems.
- viii. Improve turnaround time.
- ix. Resolve system issues quickly
- x. Promote new technologies for data engineering.
- xi. Support digital transformation roadmap.
- xii. Improve data handling efficiency
- xiii. Build capacity in data engineering tools.
- xiv. Provide technical support to departments.
- xv. Promote good data management practices.
- xvi. Ensure up-to-date documentation

- xvii. Improve change management and enhance continuity..
- xviii. Ensure high performance in the section, Strengthen staff development and Achieve operational targets.

**c. Required Academic and Professional Qualifications**

- i. Grade Twelve (12) Certificate
- ii. Bachelor's Degree in Computer Science, Information Systems, Software Engineering, Data Engineering, or related ICT field.
- iii. Master's Degree in a relevant field will be an added advantage
- iv. Member of the Information and Communications
  - a. Technology Association of Zambia

**d. Required Minimum Job Experience**

At least eight (8) years of relevant ICT experience in Statistical Information Systems Development, with at least 4 years in database administration, data engineering, or systems development roles

**e. Desired Knowledge**

- i. Software Development or Acquisition Lifecycle
- ii. Database Management (including SQL Databases) and Cloud Computing Concepts
- iii. Cybersecurity Practices
- iv. Statistical IT Systems and Large Data Management
- v. SQL/NoSQL database administration
- vi. Data modelling & ETL/ELT pipeline development
- vii. SDMX/metadata systems
- viii. Cloud platforms & virtualisation
- ix. Backup, recovery & system hardening
- x. Scripting (Python, Bash, PowerShell)
- xi. Performance tuning & optimisation

**f. Desired Competences and Personal Attributes**

- i. Analytical Skills
- ii. Problem-Solving Skills
- iii. Risk and Change Management Skills
- iv. Leadership and People Development Skills
- v. Stakeholder Engagement and Diplomacy
- vi. Communication and Advocacy Skills
- vii. Computer skills
- viii. Integrity and Confidentiality
- ix. Results Oriented

#### **4. Job Title: Manager– Procurement and Supplies (Salary Grade ZSA03/L) (1Position)**

##### **A. Job Purpose**

To manage the procurement and supply of goods, services and works in order to facilitate smooth operations of the Agency. The Procurement Manager is responsible for planning, managing, and overseeing the procurement function to ensure the timely, cost-effective, and compliant acquisition of goods, services, and works required by the organization. The role ensures value for money, supplier performance, risk management, and adherence to organizational policies and applicable Zambian procurement regulations.

##### **B. The Job Holder will perform the following functions:**

- i Develop and implement procurement strategies aligned with organizational objectives.
- ii Manage effectively the procurement of goods, services and works to ensure their timely availability.
- iii Prepare and manage annual procurement plans and budgets.
- iv Identify opportunities for cost reduction and process improvement.
- v Coordinate and provide secretarial services to the Procurement Committee to facilitate the smooth conduct of the Agency's procurement meetings
- vi Monitor procurement market trends and recommend strategic sourcing initiatives.
- vii Source, evaluate, and select qualified suppliers.
- viii Negotiate contracts, pricing, delivery schedules, and service-level agreements and ensure contracts are administered effectively and renewed when necessary.
- ix Maintain strong supplier relationships and conduct supplier performance reviews.
- x Manage the end-to-end procurement process, including requisitions, quotations, tenders, evaluations, and purchase orders.
- xi Ensure transparent and competitive procurement practices.
- xii Review procurement documentation for accuracy and compliance.
- xiii Manages effectively the preparation of bidding documents in order to facilitate Bidding preparations.
- xiv Oversee bid evaluation processes and contract awards.
- xv Ensure compliance with organizational procurement policies and relevant Zambian laws and regulations.
- xvi Maintain procurement records and audit trails.
- xvii Identify procurement risks and implement mitigation measures.
- xviii Promote ethical procurement practices and professional development within the unit.

- xix Prepare monthly, quarterly, and annual procurement reports.
- xx Analyze procurement spend and supplier performance metrics.

**C. Minimum Qualification and Experience**

- i Grade 12 School Certificate or its equivalent with five (5) O levels
- ii Bachelor's Degree in Procurement and Supply Chain Management, **or** Chartered Institute of Purchasing and Supplies Level 6 , or a related field.
- iii Master's Degree in a relevant field will be an added advantage
- iv Membership with the Zambia Institute of Purchasing and Supply (ZIPS).
- v Eight (8) years relevant experience, three (3) of which must be in Management/supervisory role in public procurement role

**D. Desired Knowledge**

- i. Strategic sourcing and procurement planning.
- ii. Contract negotiation and supplier management.
- iii. Knowledge of public procurement laws and regulations in Zambia.
- iv. Experience in managing procurement budgets and contracts
- v. Procurement management systems (ERP platforms such as SAP, Oracle, Microsoft Dynamics, etc.).
- vi. E-procurement systems.
- vii. Microsoft Excel (advanced level preferred).
- viii. Data analysis and reporting tools.
- ix. Vendor management software
- x. Report writing and presentation

**E. Desired Competences and Personal Attributes**

- i. Analytical Skills
- ii. Problem-Solving Skills
- iii. Accountability
- iv. Risk and Change Management Skills
- v. Leadership and People Development Skills
- vi. Stakeholder Engagement and Diplomacy
- vii. Communication and Advocacy Skills
- viii. Computer skills
- ix. Integrity and ethical conduct
- x. Results Oriented

## **5. Job Title: Principal Communications Officer (Salary Grade ZSA04/K) (1Position)**

### **A Job Purpose**

To promote a positive image of the Agency, to lead the development, implementation, and coordination of an organization's communication and public relations strategies to enhance its image, promote stakeholder engagement, and ensure effective dissemination of information to the public, media, government, development partners, and other key stakeholders. The officer will provide strategic guidance on corporate communications, branding, media relations, and reputation management in support of the institution's mandate and objectives. The officer will also undertake public relations functions in order to keep the stakeholders, media and the public informed and enhance the image of the Agency.

### **B The job holder will perform the following functions:**

- i Develop and implement corporate communication and public relations strategies.
- ii Develop and implement communication strategies and plans aligned with the organization's overall goals
- iii Manage media relations and coordinate press briefings, interviews, and public statements.
- iv Oversee effective dissemination of publications, reports, and statistical information.
- v Manage the organization's brand identity and reputation to strengthen Corporate image
- vi Coordinate stakeholder engagement and public awareness campaigns.
- vii Provide communication support during major surveys, censuses, and events.
- viii Supervise Dissemination and communication staff and ensure effective performance management.
- ix Manage digital communication platforms, including websites and social media.
- x Prepare communication plans, speeches, newsletters, and other corporate publications.
- xi Organise statistics publicity shows and forums to enhance visibility and awareness
- xii Coordinate and manage preparatory activities of exhibition shows
- xiii Monitor and evaluates media coverage and advise management on communication risks and opportunities.
- xiv Ensures effectively the documentation of media reports, videos, publications and magazines/brochures for future reference and retrieval
- xv Develop Communication Content and promotional materials
- xvi Undertake timely the production of promotional materials in order to promote statistical awareness

xvii Dissemination strategies: Organizes effectively PR events in order to facilitate information sharing

**C. Minimum Qualifications and Experience:**

- i Grade 12 School Certificate or its equivalent with five (5) O levels
- ii Bachelor's Degree in Mass Communication, Public Relations, Media and Journalism Studies, Communication and Media Studies, or equivalent
- iii Must be a member of Zambia Institute of Public Relations and Communication.
- iv Master's Degree in a relevant field will be an added advantage.
- v Eight Years (8) experience of which three (3) years must be at supervisory level

**D. Desired Knowledge**

- i Corporate Communications and Public Relations
- ii Media Relations
- iii Strategic Communication
- iv Stakeholder Engagement
- v Digital Communication
- vi Writing and Editorial Skills
- vii Research and Communication Analytics
- viii Government and Institutional Communication
- ix Legal and Ethical Frameworks
- x Project and Event Management
- xi Use of infographics, data visualization, and statistical storytelling
- xii Statistical literacy and data communication techniques.
- xiii Knowledge of the National Statistical System (NSS).
- xiv Statistical confidentiality and data protection requirements.
- xv Communication of complex statistical information to diverse audiences.
- xvi National, regional, and international statistical frameworks and standards.

**E. Desired Competences and Personal Attributes**

- i. Result oriented
- ii. Integrity and confidentiality;
- iii. Problem-Solving Skills

- iv. Stakeholder engagement & diplomacy
- v. Strategic Leadership and Management;
- vi. Media and Public Relations Management
- vii. Media and Public Relations Management
- viii. Planning and Organizing
- ix. Communication, Interpersonal and Advocacy Skills
- x. Risk and change management,
- xi. Project and risk management

**6. Job Title: Senior Statistician – Balance of Payment (Salary Grade ZSA05/J) (1 Position)**

**A. JOB PURPOSE**

To coordinate the compilation, analysis, quality assurance and dissemination of Balance of Payments (BoP), International Investment Position (IIP), Foreign Direct Investment (FDI), External Debt Statistics and Trade in Services Statistics in accordance with BPM6 and international statistical standards.

**B. The job holder will perform the following functions:**

- i. Produce official Balance of Payment (BoP) Statistics and improve BOP data quality and coverage.
- ii. Compile current account data and improve quality.
- iii. Compile financial account data and improve reporting quality.
- iv. Produce International Investment Position and improve utility statistics.
- v. Produce Index of Industrial Production (IIP) and Improve asset/liability coverage.
- vi. Produce Foreign Direct Investment statistics and Improve enterprise participation
- vii. Compile external debt data and Improve debt quality
- viii. Improve service statistics and Improve reporting quality
- ix. Maintain compliance with established Balance of Payments data quality, metadata and standards across all outputs produced.
- x. Promote innovation
- xi. Disseminate outputs and improve user engagement.
- xii. Strengthen partnerships and ensure that objectives of MOU's with stakeholders are operationalised.
- xiii. Improve institutional cooperation

- xiv. Strengthen technical skills and improve staff competencies of junior staff.
- xv. Support the Implement the annual workplan through effective resource management and staff supervision.

**C. Required Academic and Professional Qualifications:**

- i. Full Grade 12 / Form V Certificate
- ii. Bachelor's Degree in Statistics, Economics, Econometrics, Mathematics, Economics and Finance or equivalent relevant field.
- iii. Master's Degree in Statistics, Economics, Industrial Economics or related field will be an added advantage.

**D. Required Minimum Job Experience**

At least five (5) years relevant experience including three(3) years at Supervisory Level.

**E. Desired Competences and Personal Attributes**

- i. BPM6; Balance of Payments Compilation;
- ii. International Investment Position;
- iii. Foreign Direct Investment Statistics;
- iv. External Debt Statistics;
- v. Trade in Services Statistics;
- vi. Administrative Data Integration;
- vii. Proficiency in statistical software such as Stata; SPSS; SAS; R; Advanced Excel;
- viii. Attention to detail and commitment to data quality and accuracy.
- ix. Ability to train and mentor junior staff and field personnel.
- x. Good organizational skills with the ability to manage multiple field-related deadlines, particularly during census/survey periods.
- xi. Effective communication and coordination skills for liaising with field and regional teams.

**F. Desired Competences and Personal Attributes**

- i. Result oriented
- ii. Integrity and confidentiality;

- iii. Problem-Solving Skills
- iv. Stakeholder engagement & diplomacy
- v. Leadership and people development;
- vi. Strong Analytical skills
- vii. Project and risk management
- viii. Results based management.
- ix. Project Management
- x. Communication skills

## **7. Job Title: Senior Planner (Salary Grade ZSA05/J) (1 Position)**

### **A. Job Purpose**

To coordinate institutional planning processes, coordinate and contribute to the development of the Agency Strategic Business Plan, monitoring the implementation of strategic and annual work plans, tracking key performance indicators, and ensuring that statistical programmes and projects are aligned with national, regional, and international statistical priorities. The role will also support the mobilization and efficient utilization of resources for statistical development initiatives and to supervise and undertake the development and implementation of the National Strategy for the Development of Statistics (NSDS) in order ensure the effective achievement of organizational goals and objectives.

### **B. The job holder will perform the following functions:**

- i Coordinate the development and review of strategic plans, annual work plans, and departmental operational plans.
- ii Monitor and evaluate the implementation of organizational plans and programmes.
- iii Coordinate performance management and reporting systems.
- iv Prepare institutional quarterly , annual performance reports and planning documents.
- v Facilitate the alignment of organizational plans with national development frameworks and sector policies.
- vi Support budgeting and resource mobilization processes.
- vii Coordinate project planning, implementation, and monitoring activities.
- viii Conduct policy, planning, and performance analyses to support management decision-making.
- ix Liaise with internal and external stakeholders on planning and development matters.
- x Maintain planning and performance monitoring databases and information system

### **C. Minimum Qualification and Experience**

- i Grade 12 School Certificate or its equivalent with five (5) O levels
- ii Bachelor's Degree in a Social Science, Economics, Development Studies or its equivalent
- iii Master's Degree in a relevant field will be an added advantage.
- iv Five (5) years experience (3) of which must in strategic planning at supervisor level.

### **D. Desired Knowledge**

- i Strategic Planning and Management
- ii Monitoring and Evaluation (M&E)
- iii National Development Planning
- iv Statistical Systems and Official Statistics
- v Project Planning and Management
- vi Policy Analysis and Research
- vii Budgeting and Resource Management
- viii Legal and Institutional Framework
- ix Information and Communication Technology

### **E. Desired Competences and Personal Attributes**

- i. Result oriented
- ii. Integrity and confidentiality;
- iii. Problem-Solving Skills
- iv. Stakeholder engagement & diplomacy
- v. Leadership and people development;
- vi. Analytical and critical thinking abilities.
- vii. Financial and Resource Planning
- viii. Good Communication and report writing skills
- ix. Risk and change management,
- x. Project and risk management

## **8. Job Title: Monitoring and Evaluation Officer (Salary Grade ZSA06/I) (1 Position)**

### **A Job Purpose**

To monitor the implementation of strategic and annual work plans, tracking institutional and programme performance indicators, supporting the evaluation of statistical programmes and projects, surveys and censuses, institutional performance against established targets and indicators, and preparing performance reports that inform management decisions and reporting obligations to stakeholders.

### **B. The Job Holder will perform the following functions:**

- i. Undertake effectively the development of M&E framework in order to facilitate monitoring and evaluation of the NSDS and annual work programmes.
- ii. Undertakes effectively the development of M&E framework in order to facilitate monitoring and evaluation of the NSDS and annual work programmes.
- iii. Develop and maintain monitoring and evaluation frameworks, tools, and systems.
- iv. Undertakes effectively, the monitoring of the NSDS and annual work programmes in order to facilitate identification and implementation of appropriate interventions
- v. Monitor the implementation of strategic plans, annual work plans, programmes, and projects
- vi. Collect, compile, analyze, and validate performance data From departments and programmes.
- vii. Track progress against Key Performance Indicators (KPIs) and organizational targets
- viii. Prepare periodic monitoring, evaluation, and performance reports.
- ix. Conduct programme and project evaluations and document lessons learned.
- x. Support the development and review of performance measurement frameworks.
- xi. Maintain monitoring and evaluation databases and reporting systems.
- xii. Support results-based management and performance management initiatives.
- xiii. Provide technical support to departments on results-based management and performance reporting.
- xiv. Generate evidence and lessons learned to support planning and decision-making.

## **C Minimum Qualification and Experience**

- i. Grade 12 School Certificate or its equivalent with five (5) O levels
- ii. Bachelor's Degree in a Social Science or Statistics
- iii. Master's Degree in a relevant field or Diploma in M & E is an added advantage
- iv. Relevant experience in monitoring and evaluation will be an added advantage.

## **D. Desired Knowledge**

- i. Monitoring and evaluation of programmes and projects.
- ii. Development and tracking of Key Performance Indicators (KPIs).
- iii. Results-Based Management (RBM) systems.
- iv. Strategic planning and performance monitoring.
- v. Research design and methods.
- vi. Development and implementation of monitoring and evaluation frameworks.
- vii. Use of data management and reporting tools.
- viii. Stakeholder engagement and coordination.
- ix. Development of annual work plans and operational plans.
- x. Organizational performance monitoring and reporting.
- xi. Institutional performance assessment techniques.
- xii. Quantitative and qualitative data collection techniques.
- xiii. Data analysis, interpretation, and reporting
- xiv. Project cycle management, Programme and project monitoring.
- xv. Principles of Official Statistics.

## **E. Desired Competences and Personal Attributes**

- i. Result oriented
- ii. Integrity and confidentiality;
- iii. Problem-Solving Skills
- iv. Stakeholder engagement & diplomacy
- v. Leadership and people development;
- vi. Strong Analytical skills
- vii. Communication Skills
- viii. Excellent report-writing skills.
- ix. Ability to prepare monitoring, evaluation, and performance reports.
- x. Presentation and data visualization skills
- xi. Organizational and Time Management Skills
- xii. Project Management

## **9. Job Title: Planner (Salary Grade ZSA06/I) (1Position)**

### **A. Job Purpose**

To support the coordination of planning and performance management activities, monitor implementation of programmes and projects, compile performance information, and assists in the preparation of strategic plans, annual work plans, budgets, and institutional reports. The role also contributes to the alignment of statistical programmes with national development priorities and the National Statistical System. To undertake the development and implementation of the National Strategy for the Development of Statistics (NSDS) in order to ensure a coordinated National Statistical System.

### **B. The Job Holder will perform the following functions:**

- i. Undertake timely the development of the National Strategy for the Development of Statistics in order to ensure a coordinated National Statistical System
- ii. Undertake timely monitoring and evaluation of the NSS programmes in order to assess adherence to set standards and develop intervention measures
- iii. Undertake the preparation of reports for the NSS in order to provide information for decision making.
- iv. Assist in the preparation and review of strategic plans, annual work plans, and departmental plans.
- v. Prepare quarterly and annual reports
- vi. Monitor implementation of programmes, projects, and planned activities.
- vii. Collect, compile, and analyze planning and performance data.
- viii. Track progress against organizational targets and Key Performance Indicators (KPIs).
- ix. Prepare periodic planning, monitoring, and performance reports.
- x. Support budgeting and resource planning processes.
- xi. Maintain planning and performance databases and records.
- xii. Support the preparation of policy, planning, and management reports.
- xiii. Liaise with departments and stakeholders on planning and reporting matters.

### **C. Minimum Qualification and Experience**

- I. Grade Twelve (12) School Certificate or equivalent , with five (5) O levels or better
- II. Bachelor's Degree in a Social Science, Business Administration, or equivalent
- III. Master's Degree in a relevant field will be an added advantage

IV. Relevant experience in planning will be an added advantage.

**D. Required Minimum Job Experience**

- i Strategic and operational planning.
- ii Monitoring implementation of programmes and projects.
- iii Performance management and reporting.
- iv Development and tracking of Key Performance Indicators (KPIs).
- v Data collection, analysis, and interpretation.
- vi Preparation of planning, monitoring, and performance reports.
- vii Research and policy analysis.
- viii Budget preparation and resource planning.
- ix Results-Based Management (RBM) systems.
- x Stakeholder coordination and engagement.

**E. Desired Knowledge**

- i Strategic planning principles and methodologies.
- ii Development and implementation of strategic and annual work plans.
- iii Operational planning and performance management systems.
- iv Project cycle management.
- v Programme design and implementation.
- vi Project monitoring and reporting.
- vii Risk management and mitigation strategies.
- viii Resource planning and allocation.
- ix Basic statistical concepts and methods.

**F. Desired Competences and Personal Attributes**

- i Result oriented
- ii Integrity and confidentiality;
- iii Problem-Solving Skills
- iv Stakeholder engagement & diplomacy
- v Good Communication Skills
- vi Risk and change management
- vii Ability to develop and coordinate strategic, annual, and operational plans.
- viii Ability to prioritize tasks and manage multiple assignments effectively.

**10. Job Title: Training and Development Officer (Salary Grade ZSA06/I)  
(1 Position)**

**A. Job Purpose**

To undertake the development and implementation of capacity building and professional development programmes in order to enhance skills and performance. The Training Officer provides operational and logistical support in the delivery of the National Statistical Office's training programs. The role is primarily hands-on, supporting training logistics, materials preparation, attendance and documentation management, and co-facilitation tasks under the guidance of the Senior Training Officer, contributing to the smooth and accurate delivery of training sessions, particularly during census and survey field training cycles.

**B. The Job Holder will perform the following functions**

- i. Undertakes effectively the implementation of the training policy on statistics related training in order to ensure consistency across the NSS.
- ii. Undertakes effectively the conduct of Training Needs Assessment in order to identify skills gaps and facilitate appropriate training programmes for Zamstats staff.
- iii. Undertakes timely the preparation and implementation of training plans in order to ensure coordinated capacity building.
- iv. Undertake effectively and timely the development and implementation of training materials in order to ensure standardized training across the NSS.
- v. Undertake periodically Monitoring and evaluation of training programmes in order to develop appropriate interventions
- vi. Undertake timely development of individual and section work plans in order to monitor and evaluate performance.
- vii. Assist in organizing training venues, materials, equipment, and participant lists for assigned sessions.
- viii. Support logistics arrangements for large-scale field training cycles, including travel and accommodation coordination where required.
- ix. Support co-facilitation of training sessions, including breakout groups and practical exercises, under the guidance of the Senior Training Officer.

- x. Assist trainees with practical exercises, including use of data collection tools and equipment.
- xi. Support the administration of post-training assessments.
- xii. Maintain accurate attendance registers, assessment score records, and certification documentation.
- xiii. Assist in compiling training reports and participant feedback.
- xiv. Support the organization and archiving of training materials and records.
- xv. Carry out routine checks on training documentation and records to identify errors or gaps.
- xvi. Liaise with participants, venues, and service providers on routine logistics matters as directed.

**C. Minimum Qualification and Experience**

- i. Grade Twelve (12) School Certificate or its equivalent with Five (5) O levels
- ii. Bachelor's degree in Human Resource Management , Public Administration, Education, or related field;
- iii. Master's Degree in a relevant field will be an added advantage
- iv. A member of the Zambia Institute of Human Resource Management
- v. Relevant experience in training, learning and development will be an added advantage.

**D . Desired Knowledge**

- i. Training needs analysis;
- ii. curriculum design;
- iii. facilitation and adult learning;
- iv. coaching;
- v. learning evaluation (Kirkpatrick or equivalent);
- vi. LMS/learning records systems;
- vii. budgeting and vendor management.
- viii. Strategic Human Resource Planning
- ix. Performance Management
- x. Human Resource Information Management System (HRIMS)
- xi. Basic working knowledge of office and presentation software (e.g., Word, PowerPoint, Excel
- xii. Familiarity with training logistics or event coordination is an advantage

**E. Desired Competences and Personal Attributes**

- i. Analytical Skills
- ii. Problem-Solving Skills

- iii. Risk and Change Management Skills
- iv. Leadership and People Development Skills
- v. Stakeholder Engagement and Diplomacy
- vi. Communication and Advocacy Skills
- vii. Computer skills
- viii. Integrity and Confidentiality
- ix. Results Oriented

**11. Job Title: Senior Purchasing and Supplies Officer - (Salary Grade ZSA05/J - 1 Position)**

**A. Job Purpose**

To coordinate and supervise procurement and supply chain activities to ensure the timely acquisition of goods, works, and services in compliance with public procurement laws, regulations, and institutional policies while achieving value for money.

**B. The job holder will perform the following functions**

- i. Coordinate the preparation and implementation of annual procurement plans.
- ii. Consolidate departmental procurement requirements.
- iii. Monitor procurement plan implementation and recommend revisions where necessary.
- iv. Coordinate the procurement process from requisition to contract award.
- v. Ensure procurement activities comply with applicable procurement legislation and regulations.
- vi. Conduct market research and supplier analysis.
- vii. Supervises and undertakes timely procurement of goods, services and works in order to facilitate availability.
- viii. Ensure contracts are executed according to agreed terms and maintain contract records and monitor contract expiry dates.
- ix. Ensure proper storage and safeguarding of inventory.
- x. Coordinate periodic stock verification exercises.
- xi. Maintain an updated supplier database and evaluate supplier performance.
- xii. Promote fair competition and transparency.
- xiii. Ensure compliance with procurement laws and institutional policies.

- xiv. Maintain procurement records for audit purposes.
- xv. Prepare procurement reports for management.
- xvi. Promote ethical procurement practices.
- xvii. Verify procurement documentation before payment processing.

### **C. Minimum Qualification and Experience**

- i. Grade 12 School Certificate or its equivalent with five (5) O levels
- ii. Bachelor's Degree in Procurement and Supply Chain Management, an equivalent qualification.
- iii. Professional qualification such as Chartered Institute of Procurement & Supply Level 6 Diploma, or equivalent.
- iv. Five years (5) years experience with three (3) in Public Procurement
- v. Membership with the Zambia Institute of Purchasing and Supply.

### **D. Desired Knowledge**

- i. Public procurement legislation and regulations.
- ii. Procurement methods and procedures.
- iii. Contract management.
- iv. Inventory and warehouse management.
- v. Financial management principles.
- vi. Tender evaluation procedures.
- vii. Risk management.
- viii. Procurement planning.
- ix. Records management.

### **E. Desired Competences and Personal Attributes**

- i. Negotiation skills.
- ii. Ethical conduct and integrity
- iii. Analytical and problem-solving skills.
- iv. Report writing.
- v. Leadership and supervisory skills.
- vi. Communication and interpersonal skills.
- vii. Computer literacy (Microsoft Office and procurement systems).
- viii. Time management.
- ix. Attention to detail.
- x. Honest and trustworthy.
- xi. Results-oriented.
- xii. High level of integrity.
- xiii. Confidentiality.

**12. Job Title: Maintenance Officer (Salary Grade ZSA08/F - 1 Position)**

**A. Job Purpose**

To coordinate, supervise, and monitor the maintenance, repair, and upkeep of institutional buildings, equipment, utilities, and grounds in order to ensure that facilities remain safe, operational, and compliant with relevant regulations and standards.

**B. The job holder will perform the following functions:**

- i Plan and coordinate preventive and corrective maintenance of buildings and infrastructure.
- ii Assist in planning and implementing rehabilitation, renovation, and construction projects.
- iii Conduct routine inspections of offices and other institutional facilities.
- iv Identify maintenance requirements and prepare work schedules.
- v Ensure timely repair of building defects, including roofing, plumbing, electrical, carpentry, painting, and masonry works.
- vi Supervise effectively the cleaning of building and surroundings in order to promote a conducive working environment
- vii Supervise artisans, technicians, contractors, and maintenance staff.
- viii Verify quality and completion of maintenance works and certify completed works and recommend payments where applicable.
- ix Ensure compliance with technical specifications and safety standards.
- x Ensure compliance with occupational health and safety regulations.
- xi Conduct risk assessments and recommend corrective measures.
- xii Monitor environmental management practices within institutional premises.

**C. Minimum Qualification and Experience**

Minimum Qualification and Experience

- i. Grade 12 School Certificate or its equivalent with five (5) O levels
- ii. Diploma Civil Works or in a relevant field
- iii. Two (2) years work experience
- iv. Engineering Institute of Zambia (EIZ) Membership

## **D. Desired Knowledge**

- I. Knowledge of building maintenance practices.
- II. Understanding of construction and engineering principles.
- III. Project management skills.
- IV. Budgeting and procurement knowledge.
- V. Computer literacy (MS Office and maintenance management systems).
- VI. Knowledge of the Zambian public service regulations and procurement procedures.

## **E. Desired Competences and Personal Attributes**

- i. Result oriented
- ii. Problem-solving and analytical abilities.
- iii. Strong supervisory and interpersonal skills
- iv. Report writing and record management skills.
- v. Good Communication and report writing skills

### **13. Job Title: Receptionist - (Salary Grade ZSA08/F 1 Position)**

#### **A. Job Purpose**

To provide efficient front office, reception, and administrative support services by welcoming visitors, handling telephone and email communications, and ensuring the smooth flow of information within the institution. The Receptionist is responsible for providing general administrative support while maintaining a professional image of the Agency.

#### **B. The job holder will perform the following functions**

- i. Receive and welcome visitors, clients, and stakeholders courteously and professionally.
- ii. Ensure Emergency Readiness and Duty of care
- iii. Protect and Enhance Brand Reputation
- iv. Prevent Unauthorized Access
- v. Maintain the visitors' register and issue visitor passes where applicable.
- vi. Provide basic information about the institution's services and procedures.
- vii. Ensure confidentiality of official information and documents.
- viii. Perform any other duties assigned by the supervisor.

#### **C. Minimum Qualification and Experience**

- i. Grade 12 School Certificate or its equivalent with five (5) O levels including English
- ii. Diploma in Front office operations, Public Relations, Secretarial Studies, Office Administration, Public Administration, or a related field from a recognized institution.
- iii. Relevant work experience will be an added advantage.

**D. Desired Knowledge**

- i. Computer literacy in Microsoft Office applications.
- ii. Knowledge of office procedures

**E. Desired Competences and Personal Attributes**

- i. Excellent communication and interpersonal skills.
  - ii. Honest and trustworthy
  - iii. Customer service orientation.
  - iv. Good telephone etiquette.
  - v. Courteous and respectful.
  - vi. Reliable and punctual.
  - vii. Flexible and adaptable.
  - viii. Organizational and time-management skills.
  - ix. Record management skills.
  - x. Computer proficiency.
  - xi. Ability to multitask and prioritize work.
  - xii. Professional appearance and conduct.
  - xiii. Attention to detail.
  - xiv. Ability to maintain confidentiality.
  - xv. Problem-solving skills.
- Applicants who have certificates of verification of local qualifications and/or certificates of verification and evaluation of foreign qualifications issued by the **Zambia Qualifications Authority (ZAQA)** must submit the said certificates with their applications for the position advertised. Applicants without certificates of verification and/or certificates of verification and evaluation must submit with their applications for the position advertised proof of submission of their application to ZAQA for verification of local qualifications and, where applicable, proof of submission of their application to ZAQA for verification and evaluation of foreign qualifications.
  - Must submit detailed CVs with a minimum of Two (2) traceable referees, to the address below, not later than **Monday 13<sup>th</sup> July 2026**. Applications received later than the closing date shall not be considered.

**The Statistician General  
Zambia Statistics Agency**

Corner of John Mbita & Nationalist Road  
P.O. Box 31908  
LUSAKA

Links: Manager Positions. : <https://ee.kobo.grz.gov.zm/x/dZ6eZNOD>

Senior level Positions. : <https://ee.kobo.grz.gov.zm/x/WfKLQahf>

Statistician and related positions: <https://ee.kobo.grz.gov.zm/x/741b8ffw>

Zamstats is an equal opportunity employer, women and persons with disabilities are encouraged to apply. **Please note that only successful candidates will be contacted.**

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