EMPLOYMENT OPPORTUNITIES

21ST SEPTEMBER 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 Human Resource & Administration	ZSA 03/L	1
2.	Senior Statistician – Industrial Production	ZSA05/J	1
3.	Senior Human Resource Officer - Training and Development	ZSA05/J	1
4.	Senior Human Resource Management Officer	ZSA05/J	1

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1. Job Title: Manager - Human Resource and Administration - (Salary Grade ZSA03/L) (1 Position)

A. Job Purpose

To manage the human resource function and provision of administrative and logistical support services in order to facilitate smooth operations of the Agency.

B. The job holder will perform the following functions:

i. Manages effectively human resource planning in order to meet the human resource needs of the Agency.
ii. Manages timely recruitment and placement of appropriate staff in order to facilitate efficient operations of the Agency.
iii. Ensures effectively interpretation and implementation of Conditions of Service in order to maintain consistency in their applications.
iv. Ensures timely preparation of the payroll and staff establishment in order to facilitate acquisition of salaries and ensure adherence to approved staffing levels
v. Manages timely development and implementation of staff welfare programmes in order to enhance staff morale in the Agency.
vi. Manages effectively the provision of administrative and logistical support services in order to facilitate the smooth operations of the Agency.
vii. Manages timely the development of individual and departmental work plans and implementation of performance appraisal in order to monitor and evaluate performance.
viii. Manages effectively the human and other resources in the section in order to attain the objectives of the department.

C. Required Academic and Professional Qualifications:

i. Grade Twelve (12) School Certificate, Five O levels including English and mathematics or equivalent
ii. Bachelor of Arts Degree in Human Resource Management, Public Administration, or a closely related equivalent.
iii. Master's Degree in relevant field will be an added advantage.
iv. Full Member of the Zambia Institute of Human Resource Management
v. Eight (8) years of relevant experience, out of which three (3) must be in supervisory or managerial role in a human resource function.

D. Desired Knowledge

i. Employment Law and Compliance.
ii. Talent Acquisition and Onboarding.
iii. Compensation and Benefits.
iv. Performance Management Systems
v. Employee Relations and Conflict Resolution.
vi. Human Resource Analytics and information Systems (HRIS).

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E. Desired Competences and Personal Attributes

i Excellent written and oral communication
ii ability to write clear analytical and technical reports.
iii Strong computer skills (proficiency in Microsoft Office Suite and HRIS).
iv Proven management, supervisory, and conflict resolution skills.
v Strong interpersonal and negotiation skills
vi High degree of integrity and the ability to maintain strict confidentiality.
vii Must be self-motivated, proactive, and able to work under pressure.
viii Workforce planning, budgeting for HR costs, organization design, linking HR metrics to business KPIs.
ix Policy development, compliance audits, fraud detection, data privacy, confidentiality;
x Negotiating with union, conflict resolution, couching managers,
xi board reporting;
xii Emotional intelligence, integrity, discretion, analytical thinking, communication

2. Job Title: Senior Statistician – Industrial Production Statistics (Salary Grade ZSA05/J) (1 Position)

A. Job Purpose

To coordinate the compilation, analysis, quality assurance and dissemination of Industrial Production Statistics covering manufacturing, mining, quarrying, construction, electricity, gas, water supply and related production sectors; and to oversee the production of the Index of Industrial Production (IIP) and other short-term economic indicators in accordance with international statistical standards.

B. The job holder will perform the following functions:

i. Produce manufacturing indicators and improve data quality and sector coverage.
ii. Produce mining indicators and improve mining statistics quality.
iii. Produce construction indicators and improve sector coverage.
iv. Produce energy indicators and improve utility statistics.
v. Produce Index of Industrial Production (IIP) and improve IIP quality.
vi. Improve industrial coverage
vii. Improve Buisness register frame quality
viii. Improve source systems for Administrative data integration

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ix. Maintain compliance with established economic statistics data quality, metadata and standards across all outputs produced.
x. Promote innovation
xi. Disseminate outputs and improve user engagement.
xii. Strengthen partnerhips and ensure that objectives of MOU's with stakeholders are operationalised.
xiii. Improve institutional cooperation
i. Strengthen technical skills and improve staff competencies of junior staff.
ii. Support the Implement the annual workplan through effective resource management and staff supervision.

C. Required Academic and Professional Qualifications:

i. Grade Twelve (12) School Certificate, five "O" levels including English and Mathematics or equivalent
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.
iv. Five (5) years relevant experience of which three (3) years should be at Supervisory Level in relevant role.

D. Desired Knowledge

i. Index of Industrial Production (IIP);
ii. ISIC Classification;
iii. Manufacturing Statistics;
iv. Mining Statistics;
v. Construction Statistics;
vi. Energy Statistics;
vii. Economic Census Analysis;
viii. Statistical Business Registers;
ix. Administrative Data Integration;
x. Proficiency in statistical software such as Stata; SPSS; SAS; R; Advanced Excel;
xi. Attention to detail and commitment to data quality and accuracy.
xii. Ability to train and mentor junior staff and field personnel.

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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. Project and risk management
viii. Project Management
ix. Communication skills

3. Job Title: Senior Human Resource Management Officer- (Salary Grade ZSA05/J) (1 Position)

A. JOB PURPOSE

To supervise and undertake the provision of comprehensive talent management, employee relations, compensation in order to facilitate the smooth, efficient, and effective operations of the Agency, maintain and HRIS and general monthly, quarterly reports as required.

B. The job holder will perform the following functions:

i. Supervising and undertaking effective human resource planning to meet the Agency's current and future staffing needs.
ii. Ensuring the timely recruitment and placement of appropriate and qualified staff to facilitate efficient operations.
iii. Interpreting and implementing Conditions of Service consistently and effectively to ensure equity and compliance.
iv. Preparing accurate and timely payroll inputs and managing the staff establishment to ensure adherence to approved staffing levels.
v. Developing and implementing staff welfare programmes to enhance staff morale, motivation, and overall well-being.
vi. Developing and monitoring individual and departmental work plans, and overseeing the implementation of the performance appraisal system to evaluate performance.
vii. Effectively supervising the human and other resources within the section to achieve departmental objectives.
viii. Advice leadership on workforce risk, cost, and opportunities.

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C. Required Academic and Professional Qualifications:

vi. Grade Twelve (12) School Certificate, Five O levels including English and mathematics or equivalent
vii. Bachelor of Arts Degree in Human Resource Management, Public Administration, or a closely related equivalent.
viii. Five (5) years of relevant experience in a human resource function.
ix. Member of the Zambia Institute of Human Resource Management

D. Desired Knowledge

i. Employment Law and Compliance.
ii. Talent Acquisition and Onboarding.
iii. Compensation and Benefits.
iv. Performance Management.
v. Learning and Development(L&D).
vi. Employee Relations and Conflict Resolution.
vii. Human Resource Analytics and information Systems (HRIS).

E. Desired Competences and Personal Attributes

i. Excellent written and oral communication skills in English, with the ability to write clear analytical and technical reports.
ii. Strong computer skills (proficiency in Microsoft Office Suite and HRIS).
iii. Proven management, supervisory, and conflict resolution skills.
iv. Strong interpersonal and negotiation skills with a high degree of integrity and the ability to maintain strict confidentiality.
v. Must be self-motivated, proactive, and able to work under pressure.
vi. Workforce planning, budgeting for HR costs, organization design, linking HR metrics to business KPIs.
vii. Policy development, compliance audits, fraud detection, data privacy, confidentiality;
viii. influence without authority, negotiating with union, conflict resolution, couching managers, board reporting;
ix. Emotional intelligence, integrity, discretion, analytical thinking, communication.

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Job Title: Senior Human Resource Officer – Training and Development -Salary Grade ZSA05/J) (1Position)

A. Job Purpose

To support the development and implementation of capacity building and professional development programmes in order to enhance skills and

performance. The 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 Manager Training and Development, 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.

iii. Undertakes timely the preparation and implementation of training plans, budgets 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, Assist in compiling training reports and participant feedback.

xiii. Support the organization and archiving of training materials and records.

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xiv. Carry out routine checks on training documentation and records to identify errors or gaps.
xv. Liaise with training institutions, participants, venues, and service providers on routine logistics matters as directed.

C. Required Academic and Professional Qualification

i. Full Grade Twelve (12) with five "O" levels including English and Mathematics; or its equivalent
ii. Bachelor's degree in Human Resource Management, Education, Organizational Development, Business Administration, Public Administration or related;
iii. Master's Degree in HRM/OD/L&D or relevant field will be an added advantage or
iv. Member of the Zambia Institute of Human Resource Management

D. Required Minimum Job Experience

Minimum five (5) years relevant experience in training/L&D/OD with at least 3 years in a supervisory/management role; proven 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 (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

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

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HOW TO APPLY

Suitably qualified candidates should submit their application letters, supported by copies of academic and professional qualifications certified by Zambia Qualifications Authority (attach proof of submission) along with detailed CVs with two (2) traceable referees and NRC, to the **link** below, not later than midnight Central African Time (CAT), **Monday, 28th September 2026.** Applications received later than the closing date shall not be considered.

The application letters should be addressed to:

The Statistician-General
Zambia Statistics Agency
Corner of John Mbita Road and Nationalist Road,
P O Box 31908
Lusaka, Zambia

LINK: https://www.zamstats.gov.zm/Apply

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