



Republic of Zambia

National Assembly of Zambia

The National Assembly of Zambia invites applications from suitably qualified and experienced candidates to fill the following positions:

1. Senior Media Liaison Officer (x1)

a. Main Duties and Responsibilities

- Serve as the focal point for disseminating information and act as the spokesperson for the National Assembly of Zambia;
- Developing and implementing media relations strategies in support of the National Assembly's communication objectives;
- Building and maintaining productivity relationships with print, broadcast and digital media organizations;
- Coordinating media coverage of parliamentary proceedings, committee activities, official events and other institutional programmes;
- Preparing and distributing press releases, media advisories, statements and other media communication materials;
- Organising press conferences, media briefings, interviews and other public communication events;
- Monitoring media coverage relating to Parliament and preparing media monitoring and analysis reports;
- Managing media accreditation and facilitating access to parliamentary events in accordance with established procedures;
- Maintaining media databases and communication records; and
- Performing any other duties as assigned by the supervisor.

b. Qualifications and Experience

- Full Grade 12 School Certificate with five (5) credits or better, including English;
- Bachelor's Degree in Public Relations, Mass Communication, Journalism, Media Studies, Communication, or a related field from a recognised institution; and
- Master's degree is an added advantage;
- Minimum of (5) years relevant post-qualification experience, at least two (2) of which should be at supervisory level; and
- Member of the Zambia Institute of Public Relations and Communication (ZIPRAC).

2. Project Engineer (x1)

a. Main Duties and Responsibilities

- Assist in development of project scope for all National Assembly projects;

- Conduct site visits and inspections of all National Assembly projects;
- Coordinate and liaise with the Ministry of Infrastructure, Housing and Urban Development regarding all; Construction projects for the National Assembly;
- Review project design proposals for all National Assembly projects received from the Ministry of Infrastructure, Housing and Urban Development;
- Oversee implementation of engineering projects, ensuring adherence to plans and specifications;
- Monitor project progress, identify potential delays and recommend mitigation measures;
- Maintain project documentation, including reports and records;
- Prepare regular project status reports to Management;
- Facilitate and conduct project meetings to address concerns and queries on the projects;
- Manage the maintenance activities of all Constituency Offices;
- Ensure adherence to safety standards to avoid accidents;
- Train and develop staff to improve competency; and
- Perform any other duties assigned by the supervisor.

b. Qualifications and Experience

- Full Grade 12 School Certificate;
- Bachelor's Degree in Engineering/ Construction or any related field;
- Master's degree is an added advantage;
- Minimum of two (2) years working experience; and
- Member of the Engineering Institution of Zambia (EIZ) or the Zambia Institute of Architects (ZIA).

3. Legal Officer (x4)

a. Main Duties and Responsibilities

- Provide legal advice to the National Assembly Management and Members of Parliament on all legal aspects concerning the running of the National Assembly and its mandate as given in the Constitution and other laws;
- Render legal opinions to the National Assembly Management on Parliamentary and Administrative matters;
- Examine and closely follow proceedings on Bills in the National Assembly and ensure that Bills passed by the House are assented to and published as Acts of Parliament;
- Draft Private Members' Bills and amendments to Bills;
- Provide analysis for all Bills and International Agreements presented to the National Assembly in order to assist the relevant Committees considering the Bills or international agreements;
- Draft Rulings and Announcements for the Speaker and other Presiding Officers;
- Scrutinises contracts and memoranda of understanding entered into by the National Assembly with other entities to ensure that the interests of the National Assembly are protected;
- Conduct research on procedural matters and participates in the revision of the National Assembly Standing Orders and Members' Handbook, as and when need arises, subject to approval by the Standing Orders Committee;

- Conduct research on laws relating to the National Assembly and recommends their revision where necessary, and drafts the relevant Bills for onward transmission to the Ministry responsible for justice and legal affairs;
- Provide secretarial services to the Committee on Privileges, Absences and Support Services as well as select committees appointed from time to time;
- Prepare weekly updates on matters connected with the business of the House when the House is in session;
- Attend to litigation in conjunction with the Attorney-General's Chambers;
- Attend to any other assignments as may be given by the Senior Legal Officer from time to time; and
- Perform other duties as assigned by the supervisor.

b. Qualifications and Experience

- Full Grade 12 School Certificate;
- Diploma in Legislative Drafting;
- Bachelor of Laws Degree (LLB) from a reputable University;
- Holder of a valid Practising Certificate and an Advocate of the High Court of Zambia;
- Member of the Law Association of Zambia (LAZ); and
- Minimum of three (3) years work experience.

4. Technical Maintenance Officer (x1)

a. Main Duties and Responsibilities

- Perform routine and corrective maintenance, including inspections, Radio Equipments, and AVR;
- Ensure compliance with safety regulations and procedures, including applying for permits to work;
- Respond to plant incidents and emergencies as part of an emergency response team;
- Develop training programs for staff;
- Liaise with team members and contractors;
- Execute plant improvement projects;
- Guide contractors on work safety practices; and
- Perform other duties as assigned by the supervisor.

b. Qualifications and Experience

- Full Grade 12 School Certificate;
- Diploma in Electronic or any other related field;
- Member of the Engineering Institution of Zambia (EIZ); and
- Minimum two (2) years work experience.

5. Internal Auditor (x2)

a. Main Duties and Responsibilities

- Perform duties and exercise powers as specified under Section (2) and (3) of the Public Finance Management Act No 1 of 2018 and Section 18 of the Public Financial Management (General) Regulations, 2020;

- Ensure that salaries, allowances and any other emoluments paid to staff and Members of Parliament are strictly in accordance with the Financial Regulations, Conditions of service and relevant Statutes as amended from time to time;
- Carry out pre-audit of payments for the Institution before they are made by ensuring they are fully approved and in line with financial and public procurement regulations, financial accounting standards, Institutional policies and other best practices;
- Carry out post audit assignments on both financial and non-financial related transactions and other internal control processes and procedures in various departments and sections of the Institution and report the findings, identify risks and implications and make recommendations for improvement to Management;
- Carry out special audit engagements as may be requested by the Controlling Officer or as identified through the audit process;
- Review of monthly bank reconciliations for all the bank accounts; and
- Perform any duties assigned by the supervisor.

b. Qualifications and Experience

- Full Grade 12 School Certificate;
- Bachelor's Degree in Accountancy and/or Finance/ or;
- Full ACCA, CIMA, CA or ZICA;
- Internal Audit Certification will be an added advantage;
- Member of the Institute of Internal Auditors (IIA) or the Zambia Institute of Chartered Accountants; and
- Two (2) years work experience.

6. Curriculum, Development, Research and Training Officer (x1)

a. Main Duties and Responsibilities

- Assist in development, review, and updating of training curricula and learning materials;
- Support planning and delivery of training and professional development programmes;
- Assist in conducting applied research and preparation of research outputs and publications;
- Support integration of research findings into training programmes and learning resources;
- Assist in coordination of facilitators, researchers, and subject-matter experts;
- Prepare routine technical reports on curriculum, training, and research activities; and
- Perform any other duties assigned by the supervisor.

b. Qualifications and Experience

- Full Grade 12 School Certificate;
- Bachelor's Degree in Education, Law, Political Science, Public Policy, or a related field; and
- At least three (3) years' experience in curriculum development, training support, or research activities.

7. Broadcasting Engineer (x1)

a. Main Duties and Responsibilities

- A Broadcast Engineer's job is to maintain equipment and troubleshoot the technical infrastructure used in radio and television broadcasts;
- Set up studio equipment, multimedia hardware, and digital broadcast technology systems;
- Design, service, and repair equipment;
- Address broadcasting problems as they arise;
- Set up live broadcasts in the field or studio, and prepare for outside broadcasts;
- Provide technical assistance for events like concerts and recordings; and
- Perform any other duties as assigned by the supervisor.

b. Qualifications and Experience

- Full Grade 12 School Certificate;
- Bachelors Degree in Electronic Engineering or Physics;
- Member of the Engineering Institution of Zambia (EIZ); and
- Minimum of two (2) years work experience.

8. Pharmacist (x1)

a. Main Duties and Responsibilities

- Accurately dispense prescribed medications to patients and provide labeling and instructions for use;
- Ensure all prescriptions are filled in compliance with the country's regulations;
- Verify patient information and prescription details for accuracy and completeness;
- Provide counselling to patients on the use of their medications, potential side effects, and interactions with other drugs and food;
- Monitor patients' medication therapies to ensure effectiveness and safety;
- Work with healthcare providers to develop and optimize medication treatment plans;
- Manage and maintain the pharmacy inventory, ensuring medications are stored correctly within their expiration dates;
- Order and stock pharmaceutical supplies and medications in accordance with Standard Operating Procedures (SOP);
- Forecast and budget for annual pharmaceutical supplies and medications;
- Conduct regular audits to prevent theft and ensure accurate inventory records;
- Maintain up-to-date knowledge of pharmacy laws and regulations;
- Ensure compliance with Zambia Medicines Regulatory Authority (ZAMRA) and Health Professions Council of Zambia (HPCZ) regulations regarding medication dispensing and pharmacy operations; and
- Maintain accurate and detailed records of medications dispensed and patient interactions
- Perform any other duties as assigned by the supervisor.

b. Qualifications and Experience

- Full Grade 12 School Certificate;
- Bachelors Degree in Pharmacy;

- Full registration and valid Practicing license from Health Professions Council of Zambia;
- Member of the Pharmaceutical Society of Zambia; and
- Minimum of two (2) years work experience.

All qualifications for all positions advertised must be verified by the Zambia Qualifications Authority (ZAQA). Applications with detailed curriculum vitae, clearly indicating three (3) traceable referees, including their contact details, should be submitted and addressed to:

The Hon. Madam Speaker
National Assembly
Parliament Buildings
P.O Box31299
LUSAKA

The closing date of receipt of applications is 4th September, 2026.

Please note that only short-listed candidates will be contacted.

Vision Statement:

A Legislature that is more responsive to the people's needs and aspirations.

Mission Statement

To execute the legislative, oversight, representative and budgetary functions for enhanced democratic governance.