



140

**Republic of Zambia**

**National Assembly of Zambia**

The National Assembly of Zambia invites applications from suitably qualified candidates to fill positions in the newly established constituency offices. The table below indicates the new constituency offices and where applications should be submitted.

**1. Central Province**

No.	New Constituency Office	Submission Office
1	Keembe West Constituency Office	Keembe Constituency Office
2	Mwomboshi Constituency Office	Chisamba Constituency Office
3	Bwacha South Constituency Office	Bwacha Constituency Office
4	Kapiri Mposhi West Constituency Office	Kapiri Mposhi Constituency Office
5	Mkushi South Constituency Office	Mkushi North Constituency Office
6	Mumbwa West Constituency Office	Mumbwa Constituency Office
7	Nkundalila Constituency Office	Serenje Constituency Office
8	Mwembezi West Constituency Office	Mwembezi Constituency Office

**2. Copperbelt Province**

No.	New Constituency Office	Submission Office
1	Konkola Constituency Office	Chililabombwe Constituency Office
2	Chingola West Constituency Office	Nchanga Constituency Office
3	Chambishi Constituency Office	Kalulushi Constituency Office
4	Lufwanyama East Constituency Office	Lufwanyama Constituency Office
5	Kalalangabo Constituency Office	Kafulafuta Constituency Office
6	Mpongwe East Constituency Office	Mpongwe Constituency Office
7	Dag Hammerskjöld Constituency Office	Ndola Central Constituency Office

**3. Eastern Province**

No.	New Constituency Office	Submission Office
1	Chadiza East Constituency Office	Chadiza Constituency Office
2	Chama North Constituency Office	Chama Central Constituency Office
3	Chasefu North Constituency Office	Chasefu Constituency Office
4	Chipangali West Constituency Office	Chipangali Constituency Office
5	Chipata North Constituency Office	Chipata Central Constituency Office
6	Lumezi South Constituency Office	Lumezi Constituency Office
7	Lusangazi Central Constituency Office	Msanzala Constituency Office
8	Malambo West Constituency Office	Malambo Constituency Office
9	Nyimba North Constituency Office	Nyimba Constituency Office

#### 4. Luapula Province

No.	New Constituency Office	Submission Office
1	Kalungwishi Constituency Office	Chienge Constituency Office
2	Chifunabuli North Constituency Office	Chifunabuli Constituency Office
3	Luongo Constituency Office	Kawambwa Constituency Office
4	Mansa East Constituency Office	Mansa Central Constituency Office
5	Mweru Constituency Office	Nchelenge Constituency Office

#### 5. Lusaka Province

No.	New Constituency Office	Submission Office
1	Chilanga North Constituency Office	Chilanga Constituency Office
2	Chongwe West Constituency Office	Chongwe Constituency Office
3	Kafue East Constituency Office	Kafue Constituency Office
4	Makeni Constituency Office	Kanyama Constituency Office
5	Roma Constituency Office	Mandevu Constituency Office
6	Lima Constituency Office	Matero Constituency Office

#### 6. Muchinga Province

No.	New Constituency Office	Submission Office
1	Chilinda Constituency Office	Chinsali Constituency Office
2	Nkombwa Constituency Office	Isoka Constituency Office
3	Lwitikila Constituency Office	Kanchibiya Constituency Office
4	Mafinga South Constituency Office	Mafinga Constituency Office
5	Mpika South Constituency Office	Mpika Constituency Office
6	Mwenzu Constituency Office	Nakonde Constituency Office

#### 7. Northern Province

No.	New Constituency Office	Submission Office
1	Kundabwika Constituency Office	Kaputa Constituency Office
2	Kasama North Constituency Office	Kasama Constituency Office
3	Lubanshesi Constituency Office	Luwingu Central Constituency Office
4	Saise Constituency Office	Mbala Constituency Office
5	Mpulungu South Constituency Office	Mpulungu Constituency Office
6	Mpanda Constituency Office	Mungwi Constituency Office

#### 8. North-Western Province

No.	New Constituency Office	Submission Office
1	Kabompo West Constituency Office	Kabompo Constituency Office
2	Lumwana Constituency Office	Kalumbila Constituency Office
3	Mufwashi Constituency Office	Kasempa Constituency Office
4	Dongwe Constituency Office	Mufumbwe Constituency Office
5	Mwiniunga East Constituency Office	Mwiniunga Constituency Office
6	Solwezi North Constituency Office	Solwezi Central Constituency Office
7	Zambezi Central Constituency Office	Zambezi Central Constituency Office

## 9. Southern Province

No.	New Constituency Office	Submission Office
1	Choma South Constituency Office	Choma Constituency Office
2	Itezhi-Tezhi West Constituency Office	Itezhi-Tezhi Constituency Office
3	Kalomo South Constituency Office	Kalomo Constituency Office
4	Kazungula North Constituency Office	Kazungula Constituency Office
5	Maramba Constituency Office	Livingstone Central Constituency Office
6	Magoye West Constituency Office	Mazabuka Constituency Office
7	Monze East Constituency Office	Monze Constituency Office
8	Namwala East Constituency Office	Namwala Constituency Office
9	Kariba Constituency Office	Sinazongwe Constituency Office

## 10. Western Province

No.	New Constituency Office	Submission Office
1	Kalabo South Constituency Office	Kalabo Constituency Office
2	Luampa West Constituency Office	Luampa Constituency Office
3	Lukulu South Constituency Office	Lukulu East Constituency Office
4	Mongu East Constituency Office	Mongu Central Constituency Office
5	Senanga North Constituency Office	Senanaga Constituency Office
6	Sesheke West Constituency Office	Sesheke Constituency Office
7	Shangombo North Constituency Office	Shangombo Constituency Office.

The following positions are available in each constituency office:

### 1. Professional Assistant (x1)

#### a. Main Duties and Responsibilities

- Managing the constituency office efficiently and effectively;
- Establishing collaborative partnership with stake holders;
- Organising and participating in annual performance assessment facilitated by the Office of the Clerk (PRP);
- Facilitating community mobilisation activities;
- Facilitating the mapping of constituency-level issues;
- Ensuring safe custody of office equipment and furniture;
- Preparing itineraries for the Member of Parliament;
- In consultation with the Member of Parliament to prepare and implement outreach activities;
- Compiling and maintaining records of visitors and activities of the Constituency Office;
- Preparing and monitoring the budget as provided;
- Ensuring efficient management of all resources provided to the Constituency Office;
- Supervising the Administrative Assistant and the Security Guards; and
- Performing any other functions as assigned by the supervisor.

#### b. Qualifications

- Full Grade 12 School Certificate;
- Diploma in Social Sciences;
- Must be a resident of the constituency being applied for with proof of residence to be provided in the application;

- Must be familiar with the constituency;
- Must be non-partisan; and
- Ability to ride a motorbike will be an added advantage.

## **2. Administrative Assistant (x1)**

### **a. Main Duties and Responsibilities**

- Receiving and recording incoming correspondence;
- Typing correspondence and reports;
- Receiving visitors at the office;
- Attending to telephone calls;
- Filing documents;
- Ensuring safe custody of office equipment and furniture;
- Ensuring appropriate filling and tracking of library books;
- Preparing itineraries for the MP in the constituency in collaboration with the Professional Assistant;
- Compiling and maintaining records of visitors and activities of the constituency office; and
- Performing any other functions as assigned by the supervisor.

### **b. Qualifications**

- Full Grade 12 School Certificate;
- Diploma in Social Sciences;
- Must be a resident of the constituency being applied for with proof of residence to be provided in the application;
- Must be familiar with the constituency;
- Must be non-partisan; and
- Ability to ride a motorbike will be an added advantage.

## **3. Security Guard (x2)**

### **a. Main Duties and Responsibilities**

- Protecting National Assembly property and staff at the Constituency Office;
- Receiving visitors and usher them to the Administrative Assistant;
- Providing timely updates on security concerns to the Professional Assistant and Administrative Assistant; and
- Performing other duties as assigned by the supervisor.

### **b. Qualifications**

- Full Grade 12 School Certificate;
- Must be a resident of the constituency being applied for with proof of residence to be provided in the application;
- Must be familiar with the constituency;
- Must be non-partisan; and
- Ability to ride a motorbike will be an added advantage.

**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 addressed to:

The Hon Madam Speaker  
National Assembly  
Parliament Buildings  
P O Box 31299  
**LUSAKA**

**Applications should be submitted to the designated offices on or before 9<sup>th</sup> June, 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.*