



COMPETITION AND CONSUMER PROTECTION COMMISSION

JOB ADVERTS

The Competition and Consumer Protection Commission (CCPC) is a statutory body under Ministry of Commerce, Trade and Industry. The CCPC was established under the Competition and Consumer Protection Act (CCPA) No.24 of 2010 of the Laws of Zambia.

Its Mission Statement is to safeguard and promote economic welfare by prohibiting anti-competitive and unfair business practices in Zambia.

In order to align its operations to good governance practices, the CCPC wishes to recruit for the following positions:

1. LEGAL OFFICER (1)

DIRECTORATE: LEGAL SERVICES
REPORTS TO: MANAGER LEGAL SERVICES
JOB GRADE: CCPC/E
LOCATION: LUSAKA

Responsibilities

1. Undertakes the provision of legal services in order to ensure compliance to the business legislation.
2. Undertakes effectively litigation of cases by the Commission in order to protect the interests of the Commission.
3. Undertakes effectively the provision of legal advice to the Commission in order to facilitate adherence to the law.
4. Undertakes effectively the drafting and processing of various legal documents in order to satisfy legal requirements.

Qualifications and skills

1. Full Grade Twelve (12) Certificate.
2. A Bachelor of Laws (LLB) Degree and other relevant and reasonable knowledge of competition and consumer law will be an added advantage.
3. Advocate of the High Court of Zambia with current practicing certificate from Law Association of Zambia.

4. Demonstrable stable, sober, mature disposition and analytical personality with strong writing and research skills; strong strategic thinking skills; leadership skills; management skills.
5. Excellent computer skills (MS Word, Excel, Power Point etc.)
6. Prioritize workload to meet goals and deadlines.
7. Team player, committed, motivated and pays attention to detail.
8. Valid Driver's Licence.

2. INFORMATION AND TECHNOLOGY OFFICER (1)

DIRECTORATE: FINANCE
REPORTS TO: FINANCE MANAGER
JOB GRADE: CCPC/E
LOCATION: LUSAKA

Responsibilities

1. Maintains IT hardware, Software and the Computer Networks for the Commission.
2. Develops, implements and updates ICT Policies and Plans and implements tracking and evaluation of programmes to assist in attaining established goals.
3. Develops, implements and maintains ICT Service/Operational level agreements and interconnections amongst Officers in a reliable and secure way.
4. Ensures backups for all critical systems are carried out and tested as per business continuity policy.
5. Ensures a CCPC system-wide disaster recovery and incident plans are in place.
6. Undertakes the deployment of security-related ICT to ensure information security.
7. Maintains and offers support in various software applications daily including the maintenance of telephone systems and printers.
8. Monitors the network daily and offers technical support to various users to enable smooth communication both internally and externally.
9. Designs the network and is responsible for the administration of the server in terms of creating information backup and optimising the server's speed, efficiency and security.
10. Offers advice in the procurement of IT equipment (hardware, software and services) to ensure effective deployment of solutions aligned to user needs and configures all ICT equipment in readiness for deployment.
11. Carries Out end user training in the use of ICT programs and applications.

Qualifications and skills

1. Full Grade Twelve (12) Certificate.
2. Bachelor's Degree in Computer Science, information systems or information technology.
3. Minimum 3 years work experience in IT Support and administration.
4. MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified Systems Administrator), A+ or other relevant Vendor Qualification.
5. Quick learner, eager to leverage new technologies in a dynamic team environment.
6. Ability to prioritize user queries and quickly respond to any user query.
7. Member ICT Association of Zambia.
8. Team player, committed, motivated and pays attention to detail.
9. Valid Driver's Licence.

3. PROCUREMENT OFFICER (1)

DIRECTORATE: ADMINISTRATION
REPORTS TO: EXECUTIVE DIRECTOR
JOB GRADE: CCPC/E
LOCATION: LUSAKA

Responsibilities

1. Supervises and undertakes timely acquisition of goods, services and works for the Commission in order to enhance effective and efficient operations of the departments.
2. Supervises and undertakes timely preparation of tender documentation in order to facilitate selection of suitable suppliers for goods, services and works.
3. Supervises and undertakes the preparation of the Annual Procurement Plan in order to procure goods, services and works within the approved budget.
4. Undertakes effectively the provision of secretarial services to Procurement Committee in order to facilitate the smooth conduct of business.
5. Ensures that the Zambia Public Procurement Authority procedures are followed when procuring goods and services.
6. Maintain accurate records/services in order to facilitate efficient storage and retrieval of information.
7. Evaluates quotations from suppliers for purchase of goods or services and recommends best source/supplier for the approval of superior and/or Management Procurement Committee.

Qualifications and skills

1. Full Grade Twelve (12) Certificate.
2. Bachelor's degree in Purchasing and Supply and or Full Chartered Institute of Procurement & Supply.
3. Current Member to the Zambia Institute of Purchasing & Supply (ZIPS).
4. Minimum 3 years work experience in a similar position.
5. Good verbal and written communication skills.
6. Strong analytical, decision making, time management, organizational and negotiation skills.
7. Exhibit a high level of integrity and professional ethics.
8. Knowledgeable with the Zambia Public Procurement Authority Regulations
9. Knowledge of procurement processes, policies and procedures.
10. Team player, committed, motivated and pays attention to detail.
11. Valid Driver's Licence.

4. INVESTIGATOR (1)

DIRECTORATE:	CONSUMER PROTECTION
REPORTS TO:	PROVINCIAL INVESTIGATOR
JOB GRADE:	CCPC/E
LOCATION:	LUSAKA

Responsibilities

1. Undertakes effective investigation and assessment of cases.
2. Undertakes effective development and implementation of IEC programmes.
3. Undertakes effective awareness campaigns.

Qualifications and skills

1. Full Grade Twelve (12) Certificate
2. A Degree in Economics, Business Administration, or other related business disciplines.
3. Team player, self-starter and sober character
4. Excellent analytical, report writing skills and good computer skills (*MS Word, Excel, Power Point etc.*)
5. Team player, committed, motivated and pays attention to detail.
6. Valid Driver's License is an added advantage

5. PROCUREMENT ASSISTANT (1)

DIRECTORATE: ADMINISTRATION
REPORTS TO: PROCUREMENT OFFICER
JOB GRADE: CCPC/F
LOCATION: LUSAKA

Responsibilities

1. Undertakes effectively the acquisition of Goods, services and works in order to meet end user requirements.
2. Undertakes effectively preparation of tender documentation in order to facilitate selection of appropriate suppliers of goods, services and works.
3. Undertakes the preparation of the Annual Procurement Plan in order to procure goods, services and works within the approved budget.
4. Ensures that the Zambia Public Procurement Authority procedures are followed when procuring goods and services.
5. Ensure accurate records/services in order to facilitate efficient storage and retrieval of information.

Qualifications and skills

1. Full Grade Twelve (12) Certificate.
2. Diploma in CIPS or its equivalent.
3. Current Member to the Zambia Institute of Purchasing & Supply (ZIPS).
4. Good verbal and written communication skills.
5. Strong analytical, decision making, time management, organizational and negotiation skills.
6. Exhibit a high level of integrity and professional ethics.
7. Knowledgeable with the Zambia Public Procurement Authority Regulations.
8. Knowledge of procurement processes, policies and procedures.
9. Team player, committed, motivated and pays attention to detail.
10. Valid Driver's Licence.

6. ASSISTANT ACCOUNTANT (1)

DIRECTORATE: FINANCE
REPORTS TO: FINANCE MANAGER
JOB GRADE: CCPC/F
LOCATION: LUSAKA

Responsibilities

1. Undertakes effectively and timely receipting /banking of cheques and cash.
2. Undertakes efficiently and timely the updating of cash books and preparing of monthly bank reconciliations.
3. Undertakes efficiently the timely accounting for cash and imprest and updating of imprest records.
4. Ensures the timely preparation and payment of statutory obligations.
5. Undertakes effectively and timely the preparation and storage of accounting records in order to facilitate their retrieval.

Qualifications and skills

1. Full Grade Twelve (12) Certificate.
2. ZICA Licentiate.
3. Licentiate member of ZICA.
4. Minimum 2 years work experience in a similar position.
5. Good verbal and written communication skills.
6. Strong analytical, time management, organizational and negotiation skills.
7. Exhibit a high level of integrity, confidentiality and professional ethics.
8. Knowledgeable of accounting packages.
9. Team player, committed, motivated and pays attention to detail.
10. Valid Driver's Licence.

Eligible candidates are encouraged to address their physical applications to:

**The Director - Human Resource and Administration
Competition and Consumer Protection Commission
4th Floor, Main Post Office
Cairo Road
P O Box 34919
LUSAKA**

The closing date is 19th April 2022