

## JOIN OUR TEAM

The Higher Education Loans and Scholarships Board (HELSEB) is a Statutory Body established by the Higher Education Loans and Scholarships Act No. 31 of 2016 to provide for the administration of scholarships and the Loan Scheme.

HELSEB is offering an exciting opportunity to a potential candidate who meets the under listed qualifications and competencies to join our team to be based in Lusaka, on permanent and pensionable terms as **ASSOCIATE LEGAL COUNSEL**.

### a. Job Purpose:

To undertake the provision of legal and Board secretariat services in order to safeguard the interest of HELSEB and facilitate effective conduct of Board business.

### b. Principal Accountabilities

To undertake the provision of legal and Board secretariat services in order to safeguard the interest of HELSEB and facilitate effective conduct of Board business.

### c. Principal Accountabilities

- Undertakes effectively provision of legal services in order to ensure the institution acts within the confines of the law and to protect its interests.
- Undertakes timely secretariat services to the Board and its Committees in order to facilitate the conduct of Board business and ensure adherence to the tenets of good corporate governance.
- Undertakes timely capacity building programmes for Board and its Committees and facilitate performance evaluations in order to enhance corporate governance.
- Undertakes timely the drafting, review and maintenance of contracts, MoU's and other legal documents in order to ensure compliance and safeguard the interests of the HELSEB.
- Undertakes timely prosecutions of non-compliant cases in order to enforce the Higher Education Loans and Scholarships Act and other Statutes and Regulations.
- Undertakes periodically the conduct of research on legal issues in order to formulate legal opinions and facilitate decision making.

### d. Qualifications and Experience

- Full Grade 12/Form V Certificate.
- Bachelor of Laws
- Advocate of the High Court of Zambia
- Valid practicing certificate
- Proficiency in MS Office and MS Excel.
- 4 years post qualification of admission to the Bar.

### e. Skills and Attributes

- Ability to write legal documents
- Ability to communicate fluently in English
- Should have: Analytical skills, Interpersonall skills, Computer skills, Research skills, Integrity, Confidentiality, Tact and diplomacy

### Benefits Include:

- Competitive salary and benefits packages commensurate with experience and qualifications.;
- Opportunities for professional development and career advancement;
- Collaborative and inclusive work environment;
- Meaningful work contributing to the advancement of higher education;
- Professional development opportunities, including training programs and certifications; and
- Comprehensive health insurance coverage, and more.

### How to Apply:

Interested candidates should submit a detailed resume, cover letter, and professional references via email to [recruitment@helsb.gov.zm](mailto:recruitment@helsb.gov.zm). Please indicate the title of the position you are applying for in the subject line.

Only shortlisted candidates will be contacted.

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### Application Deadline:

Applications must be submitted not later than **Friday 10th July, 2024**.

### Equal Opportunity Employer:

HELSEB is an equal opportunity employer and is committed to diversity and inclusion in the workplace. We therefore encourage applications from individuals of all back-grounds, including those with disabilities and members of under-represented groups.

