

JOIN OUR TEAM

The Higher Education Loans and Scholarships Board (HELSB) 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.

HELSB is offering exciting opportunities to potential candidates who meet the under listed qualifications and competencies to join our team to be based in Lusaka, on permanent and pensionable terms. The available positions are:-

1. Senior Internal Auditor - 1 Position

a. Job Purpose

To undertake assurance and consulting audit services in order provide assurance on the adequacy and effectiveness of institutional governance, risk management and internal control systems.

b. Principal Accountabilities

- Undertaking effectively, the development, implementation and review of internal audit policies, procedures and guidelines in order to ensure effective internal audit function.
- Undertaking effectively, the development and implementation of internal audit annual plans in order to ensure effective and prudent utilization of financial resources. Undertaking effectively, the planning and performance of ICT audit assignments in order to provide assurance on the effectiveness and adequacy of governance, risk management and control processes and recommend improvements.
- Undertaking effectively, the planning and performance of audit assignments in order to provide assurance on the effectiveness and adequacy of governance, risk management and control processes and recommend improvements.
- Undertaking timely monitoring and evaluation of planned programs in order to assess their impact and facilitate the development of appropriate interventions.
- Undertaking effectively implementation of the Performance Management System (PMS) in order to monitor, evaluate and enhance performance.

c. Qualifications and Experience

- Grade Twelve (12) School Certificate with five (5) credits or better, including Mathematics and English.
- Bachelor's Degree in Accountancy/CIMA/ ACCA/ ZICA or its equivalent.
- Member of the Institute of Internal Auditors (IIA)
- Certified Information Systems Auditor (CISA) or equivalent
- Minimum of four (4) years related job experience.
- Proficiency in MS Office and MS Excel.

d. Skills and Attributes

- Able to write technical and analytical reports.
- Fluent in English communication.
- Capable of handling clients and staff with.
- Possesses confidentiality skills, interpersonal skills, integrity, tact /diplomacy and computer literacy.

2. Talent Management Specialist - 1 Position

a. Job Purpose

Reporting to Manager – Human Resource and Administration, shall undertake talent management in order to ensure effective operations of HELSB.

b. Principal Accountabilities

- Undertaking effectively the implementation of talent management policies, strategies and practices in order to ensure attainment of HELSB's strategic objectives.
- Undertaking and coordinating timely sourcing and placement of appropriate staff in order to ensure efficient operations of HELSB.
- Undertaking and coordinating timely implementation of learning and development programmes for staff in order to enhance skills.
- Undertaking the designing and development of training materials in order to standardise and ensure consistency in trainings.
- Undertaking and coordinating efficiently the identification of key positions, critical competencies and prepare for their replacement in order to ensure uninterrupted service delivery.
- Undertaking and coordinates the implementation of change management strategies in order to ensure minimal resistance to the initiatives by employees for successful implementation.
- Undertaking timely audit of learning and development programmes in order to ensure quality and relevance of learning and development programmes.

c. Qualifications and Experience

- Grade Twelve (12) School Certificate with five (5) credits or better, including Mathematics and English.
- Bachelor's Degree in Human Resource Management/Public Administration/Industrial Psychology or its equivalent.
- Member of Zambia Institute of Human Resource Management.
- Minimum of four (4) years related job experience.
- Proficiency in MS Office and MS Excel.

d. Skills and Attributes

- Able to write technical and analytical reports.
- Fluent in English communication.
- Possesses confidentiality skills, interpersonal skills, integrity, tact /diplomacy and computer literacy.

3. Procurement and Supplies Officer - 1 Position

a. Job Purpose

Reporting to Manager – Procurement and Supplies, undertake the procurement and supply of goods, services and works in order to ensure their availability and facilitate operations.

b. Principal Accountabilities

- Undertaking effectively the procurement of goods, works and services in order to facilitate implementation of programmes.
- Undertaking accurate preparation of bidding documents in order to facilitate the sourcing/tendering processes.
- Undertaking effectively the provision of secretariat services to the HELSB Procurement Committee in order to facilitate smooth conduct of business.
- Undertaking effectively the maintenance of an up-to-date Supplier Register in order to establish a reliable supplier base.
- Undertaking effectively the maintenance of accurate records of goods, works and services in order to facilitate efficient storage and retrieval of information.
- Undertaking timely, preparation of Unit monthly and quarterly procurement reports in order to meet statutory requirements and facilitate decision making.

c. Qualifications and Experience

- Grade Twelve (12) School Certificate with five (5) credits or better, including Mathematics and English.
- Bachelor's Degree in Purchasing and Supply or its equivalent.
- Member of Zambia Institute of Purchasing and Supply
- Minimum of two (2) years related job experience.
- Proficiency in MS Office and MS Excel

d. Skills and Attributes

- Able to write technical and analytical reports.
- Fluent in English communication.
- Possesses confidentiality skills, interpersonal skills, integrity, tact /diplomacy and computer literacy.

4. Assistant Accountant - Operations - 1 Position

a. Job Purpose

Reporting to Accountant - Operations, undertake processing of payments for student loans and Scholarships as well as Student loan repayment process in order to facilitate prudent utilization and accountability and sustainability of the revolving fund.

b. Principal Accountabilities

- Monitor loan repayments of student loan beneficiaries in order to sustain loan recoveries in accordance with the agreed-upon terms.
- Facilitate the administration of penalties for late or missed loan repayments and remittances as well as refunds for overpayments.
- Collaborate with Credit Department in reconciliation of student loan beneficiaries and undertake additional reconciliations with Employers for purposes of up to date and accurate student loan repayments.
- Implement and Support loan recovery strategies in order to recover outstanding amounts.
- Undertaking timely development of work plans in order to facilitate monitoring and evaluation of performance
- Undertaking timely development of risk management initiatives in order to mitigate risks.

c. Qualifications and Experience

- Grade Twelve (12) School Certificate with five (5) credits or better, including Mathematics and English.
- Diploma in Accountancy or its equivalent.
- Minimum of One (1) year related job experience.
- Proficiency in MS Office and MS Excel.
- Member of the Zambia Institute of Chartered Accountants (ZICA)

d. Skills and Attributes

- Able to write technical and analytical reports.
- Fluent in English communication.
- Possesses confidentiality skills, interpersonal skills, integrity, tact /diplomacy and computer literacy.

How to Apply:

Interested candidates who meet the above Job Specifications and Competencies, Skills and Attributes should send their applications enclosing their detailed Curriculum Vitae, Photocopies of NRC, Professional and any other relevant documents via email to recruitment@helsb.gov.zm. Please indicate the title of the position in the subject line.

Application Deadline:

Applications must be submitted not later than Friday 28th March, 2025.

Equal Opportunity Employer:

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

NOTE:

- Only **shortlisted** candidates will be contacted.
- All shortlisted candidates must submit verified copies of academic and professional qualifications from the Zambia Qualifications Authority during interviews.

