

Employment Opportunity

Employment Opportunity 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, granting, investment, payment, and recovery of student loans; provide for the administration and granting of scholarships; facilitate the mobilization of financial resources for loans and scholarships, and provide for matters connected with or incidental to the foregoing.

HELSB is inviting competent, enthusiastic, and qualified candidates to apply for the underlisted positions to be based in Lusaka, on permanent and pensionable terms.

1. Associate Legal Counsel – 1 Position

a. Job Purpose

Reporting to Legal Counsel, shall undertake the provision of legal services in order to safeguard the interest of the HELSB and facilitate effective conduct of the Institution.

b. 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 the drafting, review and maintenance of contracts, MoU's and other legal documents in order to ensure compliance and safeguard the interests of the HELSB.
- 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.

c. Qualifications and Experience

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

d. Skills and Attributes

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

2. Senior Systems Internal Auditor - 1 Position

a. Job Purpose

Reporting to Manager – Internal Audit, the Senior Systems Internal Auditor shall undertake Information Technology (ICT) 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

- Undertakes effectively, the development, implementation and review of ICT audit policies, procedures and guidelines in order to ensure effective internal audit function.
- Undertakes effectively, the development and implementation of ICT audit annual plans in order to ensure effective and prudent utilization of financial resources.
- Undertakes 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.
- Undertakes timely monitoring and evaluation of planned programs in order to assess their impact and facilitate the development of appropriate interventions.
- Undertakes 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.
- Valid Certification as 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.

3. Talent Management Specialist - 1 Position (Re-Advertised)

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

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

4. Cybersecurity Analyst - 1 Position

a. Job Purpose

Reporting to Infrastructure and Cybersecurity Specialist, shall protect ICT assets from unauthorized access, breaches, cyberattacks, and other cybersecurity threats that could lead to inefficient and ineffective HELSB operation.

b. Principal Accountabilities

- Provide Cybersecurity input in the development and review of policies, procedures and guidelines to ensure proper and efficient utilization of ICT assets.
- Undertake effective Cybersecurity expertise in the design, development and management of new application systems and existing applications to enhance the operations of HELSB.
- Undertake the configuration and management of networks and Server cybersecurity policies to ensure Confidentiality, Integrity, and Availability (CIA) of HELSB ICT assets.
- Undertake effectively the review and Implementation of cybersecurity measures to ensure Confidentiality, Integrity, and Availability (CIA) of HELSB Data.
- Coordinate effectively, the monitoring and review of ICT assets to identify cybersecurity vulnerabilities and recommend measures that will ensure confidentiality, integrity and availability of ICT assets.
- Undertake effectively ICT technical support to both internal and external users to ensure effective and efficient Operations.
- Coordinate with ICT cybersecurity vendors or providers to ensure quality cybersecurity services within stipulated Service Level agreement.
- Undertake the installation, Configuration and monitoring of software and hardware services in order to enable seamless information exchange.

c. Qualifications and Experience

- Grade Twelve (12) School Certificate with five (5) credits or better, including Mathematics and English.
- Degree in Cybersecurity / Computer Science or its equivalent.
- Member of the Information and Communication Technology Association of Zambia
- 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.

5. Driver - 3 Positions

a. Job Purpose

Reporting to Administrative Officer, to drive HELSB's vehicles in order to facilitate mobility of officers, materials and equipment.

b. Principal Accountabilities

- Drives safely and regularly HELSB's vehicles on official business in order to facilitate operations
- Updates timely and accurately logbooks in order to enhance accountability for official trips
- Checks regularly vehicles in order to ascertain their road worthiness
- Undertakes regular cleaning of HELSB's vehicles in order to ensure that they are in a clean state.
- Initiates timely maintenance of vehicle fleet in order to make them roadworthy and prolong their life span.
- Prepares and submits timely incident reports in order to facilitate decision making.

c. Qualifications and Experience

- Grade Twelve (12) School Certificate with five (5) credits or better, including Mathematics and English.
- Minimum of 2 years Valid SADC Driver's Licence.
- Minimum of Two (2) year related job experience.

d. Skills and Attributes

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

How to Apply:

Interested Candidates who meet the above Job Specifications and Competencies, Skills and Attributes should send their applications as one document enclosing their detailed Curriculum Vitae, Photocopies of NRC, ZAQA validated Academic and Professional qualifications, 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 18th July, 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.

Please note that only shortlisted candidates will be contacted.

