



Aspire, Acquire, Prosper

ZAMBIA CENTRE FOR ACCOUNTANCY STUDIES

EMPLOYMENT OPPORTUNITIES

Zambia Centre for Accountancy Studies (ZCAS) was enacted through an Act of Parliament (ZCAS Act No. 1 of 1989) for the purpose of training accountants, promoting research and advancement of learning in accountancy, finance, and related studies, providing advisory and consultancy services, and for related matters.

ZCAS seeks to recruit qualified and experienced persons to fill the following positions:

- 1. ADMINISTRATION AND HUMAN RESOURCE MANAGER**
- 2. LECTURER (FINANCIAL REPORTING & TAXATION)**
- 3. ACCOUNTS ASSISTANT – MANAGEMENT ACCOUNTING**
- 4. CARPENTER**
- 5. GARDENER (2 POSITIONS)**

(1) ADMINISTRATION AND HUMAN RESOURCE MANAGER

JOB PURPOSE:

To assist the Board Secretary in providing support to the Centre in the areas of Administration and Human Resource Management thereby facilitating achievement of the Centre's business objective and the necessary culture changes.

MAIN DUTIES AND RESPONSIBILITIES:

- (i) Formulate, develop and implement Human Resource policies and procedures with respect to the following:
 - (i) Recruitment and Selection
 - (ii) Training and Development
 - (iii) Industrial Relations and Employee Welfare
 - (iv) Salary Administration
- (ii) Assist the Board Secretary to:
 - (i) Recruit and induct new members of staff;
 - (ii) Administer, monitor and review the Staff Performance Management and Development System;
 - (iii) Coordinate and monitor Training Needs Analysis and ensure effective planning and implementation of training and development programmes and other learning events at the Centre; and
 - (iv) Engage the Union during consultative meetings and negotiations for salaries and Conditions of Service for unionised staff.
- (iii) Interpret and implement the Centres Terms and Conditions of Service.
- (iv) Manage the Personnel Information System aimed at maintaining up to date personnel records and aggregate data required for establishment control, Management Reports and administration of human resource procedures.

- (v) Ensure that Job Descriptions are formulated and agreed upon with Heads of department, supervisors and job holders.
- (vi) Administer the Centres Disciplinary Code and Grievance Procedure to maintain discipline and industrial harmony.
- (vii) Coordinate disciplinary processes for members of staff and mediate in employee disputes.
- (viii) Control usage of the Centre's pool vehicles and ensures that all vehicles are always insured and are road worthy.
- (ix) Ensure effective and efficient provision of security service at the centre to safeguard members of staff, students and the Centres property.
- (x) Prepare separation notices and conduct exit interviews.
- (xi) Oversee the operations of the Estates Unit
- (xii) Provide day to day solutions, expert counsel and accurate and timely information to Management with compliance to statutory guidelines.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- (i) Grade 12 Certificate with a minimum of five (5) "O" levels including English and Mathematics.
- (ii) Bachelor's Degree in Human Resource Management or a related field.
- (iii) Master's Degree in Human Resource Management or a related field.
- (iv) Five (5) years post qualifying work experience at Managerial level.
- (v) Conversant with Zambian Labour Laws and other statutes of employment.
- (vi) Computer literate.
- (vii) Must be a Full Member of the Zambia Institute of Human Resources Management
- (viii) (ZIHRM) with a 2026 Practicing Certificate.
- (ix) A Fellow of the ZIHRM will have added advantage.

(2) LECTURER (FINANCIAL REPORTING & TAXATION)

JOB PURPOSE:

Reporting to Programme Coordinator, the position is responsible for preparing and delivering lectures and tutoring students studying professional programmes such as ACCA, CIMA and CA Zambia to enable them pass examinations and qualify as Chartered Accountants. Additionally, the lecturer is responsible for undertaking research, consultancy and advocacy activities for the Centre.

MAIN DUTIES AND RESPONSIBILITIES:

- (i) Facilitates learning in Financial Reporting and Taxation at intermediate and final stages of professional accountancy courses to students using face to face and E-learning platform modes of delivery.
- (ii) Provides academic support that enhances learning and personal development.
- (iii) Ensures implementation of teaching and learning quality assurance systems aimed at customer satisfaction.
- (iv) Conducts quality research and publishes articles that feed into ZCAS internal learning processes and industry.
- (v) Carries out consultancy and advisory services in business and related fields.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- (i) Grade 12 with a minimum of five (5) "O" levels including English and Mathematics.
- (ii) Full Professional Accountancy qualification such as ACCA, CIMA or ZICA.

- (iii) Master's degree in Finance, Accounting, or business - related field from an accredited University.
- (iv) Certification in Teaching Methodology.
- (v) PhD will be an added advantage.
- (vi) Five (5) years post qualifying work experience in teaching at tertiary level, having taught Financial Reporting and Taxation at intermediate and final stages of professional accountancy courses.
- (vii) Conversant with financial reporting and taxation business systems.
- (viii) Must be a fully paid-up Member of the Zambia Institute of Chartered Accountants (ZICA) for the year 2026.
- (ix) Must be Computer literate.

(3) ACCOUNTS ASSISTANT – MANAGEMENT ACCOUNTING

JOB PURPOSE:

Reporting to the Assistant Management Accountant, the incumbent will undertake the maintenance of management accounting records in the Centre to facilitate prudent utilisation of resources, expand the revenue base and ensure accountability.

MAIN DUTIES AND RESPONSIBILITIES:

- (i) Undertake the maintenance of ledgers and other cost records to facilitate preparation of adhoc financial management reports.
- (ii) Undertake safe custody of accountable documents to ensure their security.
- (iii) Undertake periodic verification of assets to enhance asset accounting.
- (iv) Undertake the preparation of receivables reconciliations to ensure accurate records and reporting.
- (v) Undertake the collection of debts to ensure timely cash inflows.
- (vi) Undertake review of invoices to ensure accountability for the Centre's income.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- (i) Grade 12 with a minimum of five (5) "O" levels including English and Mathematics.
- (ii) Diploma in Accountancy or its equivalent.
- (iii) Must be a fully paid-up Member of the Zambia Institute of Chartered Accountants (ZICA) for the year 2026.
- (iv) Two (2) years' work experience.
- (v) Conversant with accounting packages.
- (vi) Must be Computer literate.

(3) CARPENTER

JOB PURPOSE:

Reporting to the Maintenance Supervisor, the position is responsible for carrying out repairs, maintenance and woodwork construction works at the Centre.

MAIN DUTIES AND RESPONSIBILITIES:

- (i) Reviews the student complaint book for reported furniture breakages/faults from the supervisor or students themselves.
- (ii) Visits sites of reported faults, examine reported faults to determine nature and extent of faults prior to effecting repairs.

- (iii) Raises requisitions for spares materials etc. required to repair identified faults for the approval of the Estates Officer.
- (iv) Maintains and repairs trolleys, doors, locks, student beds, windowpanes, cabinets, bookshelves, tables and other college furniture as instructed by the supervisor.
- (v) States in the student complaints book, all completed repair works and materials used.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- (i) Grade 12 with a minimum of five (5) “O” levels including English and Mathematics.
- (ii) Crafts Certificate in carpentry.
- (iii) Two (2) years’ work experience in a similar work environment.

(4) GARDENERS (2 positions)

JOB PURPOSE:

Reporting to the Head Gardener, the position is responsible for maintaining and developing ZCAS grounds/surroundings to create a beautiful and relaxing learning environment.

MAIN DUTIES AND RESPONSIBILITIES:

- (i) Cleans surroundings.
- (ii) Plants, tends, waters and trims trees, shrubs and flowers around the Centre.
- (iii) Replaces dead plants and discards waste matter in a neat and orderly manner.
- (iv) Picks up and discards any litter found in gardens.
- (v) Cuts grass.
- (vi) Applies manure to the lawns and flower beds.
- (vii) Sprays herbicides, fungicides and insecticides to plants in order to guard them against weeds and diseases.
- (viii) Reports cases of damage, leakages, vandalism and theft of any property within the Centre grounds including defects on tools and equipment.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- (i) Junior Secondary School Certificate (Grade 9).
- (ii) At least six (6) months working experience as a Gardener or General Worker.

Signed application letters with detailed curriculum vitae, certified or ZAQA-verified copies of qualifications and contact details (address/telephone/email) of at least two (2) traceable referees should be sent to the address below on or before **5th June 2026**. **The position should be clearly marked on the envelope.**

Please note that only short-listed candidates shall be responded to.

Applications should be sent to: The Board Secretary
Zambia Centre for Accountancy Studies
P.O. Box 35243
Dedan Kimathi Road
LUSAKA

OR email one pdf file to boardsecretary@zcas.edu.zm. Indicate the position in the Subject line.

Published on 22nd May 2026