



VACANCY ANNOUNCEMENT

Job Title: Legal Officer
Job Type: Long Term Contract – Three (3) Years
Location: Head Office, Lusaka
ERB Grade: ERB 5
Reports To: Legal Counsel

Background

The Energy Regulation Board (ERB) is a statutory body created by the Energy Regulation Act No. 12 of 2019 to regulate Zambia's energy sector. Key functions of the ERB include licensing energy-related enterprises, setting prices, monitoring the quality of energy products and services, and resolving consumer complaints. The ERB is looking to hire a qualified and experienced Zambian national to fill the position of **Legal Officer** at its head office in Lusaka.

Job Purpose

To assist with the provision of legal services to ERB Management to ensure that the Institution renders its regulatory function to the energy sector in accordance with the provisions of the Energy Regulations Act and other laws applicable to the ERB's operations.

Main Duties and Responsibilities

The main responsibilities for this role include:

- Provides data required in the development of a robust legal framework indicating detailed policies and procedures for enforcing the energy regulations and standards in the country in order to ensure harmony in the sector.
- Providing professional legal advice to Management on various matters relating to the effective regulation and governance of the energy sector to ensure that both national and investor interests are protected as well as to ensure that the ERB operates and complies with the governing legal framework.
- Render sound interpretation of relevant legal instruments and requirements governing the energy sector to ensure their consistent understanding and application by all undertakings
- Attend to litigation and prosecution of criminal matters on behalf of the ERB as delegated to the officer by Legal Counsel including drafting and filing of Court documents.
- Assists Legal Counsel in providing legal advice to Management on ERB transactions and contracts in order to safeguard institution's interests.
- Reviewing and drafting Commercial Agreements, Contracts, Leases, Notices and other legal documentations or correspondence involving the ERB for approval by superior.
- Assists Legal Counsel with periodic reviews of the existing legislation aimed at strengthening the regulatory authority of ERB in the light of changing circumstances in the energy industry.
- Prepares monthly reports highlighting all legal activities undertaken in the Department.

- Schedule and convene enforcement hearings, including sending out notices to defaulting Licensee's, keeping a record of proceedings and carrying out secretarial work during the proceedings.
- Carry out extensive legal research to assist the legal department to render sound professional advice to Management.
- Undertake any other assignment as assigned by supervisor.

Minimum Qualifications and Skills

- Full Grade 12 Certificate or equivalent
- Bachelor's degree in law (LLB)
- Valid Membership of Law Association of Zambia
- At least 5 years' experience post admission to the Bar
- Verification of all qualifications by ZAQA is required
- Postgraduate - Diploma in Legislative Drafting is an added advantage

Required Attribute

- Written Skills, ability to draft accurate and comprehensive legal documents and reports
- Oral Skills, ability to communicate fluently in English
- Computer literacy, able to prepare presentations in various
- Other Personal attributes must include able to maintain confidentiality, Integrity, good interpersonal working relationship with staff and external stakeholders, clients, good analytical skills.

How to Apply

Applicants must complete the pre-application form available at this link: [ERB e-Job Application - Legal Officer x1 – Fill out form](#) or by scanning the QR Code below:



Applicants who meet ALL the minimum qualifications above will be invited to submit soft copies of the application letter, current Curriculum Vitae with two professional traceable referees, and ZAQA certified photocopies of Grade 12 School Certificate, Degree Certificate(s), and relevant professional qualifications.

Application deadline: **Friday, 12th December 2025**

ERB is an equal opportunity employer, both genders are encouraged to apply. Only shortlisted candidates will be contacted. All applicants engaged in any form of lobbying shall be disqualified.