# VACANCY ANNOUNCEMENT

**Job Title:** Risk Management Officer
**Job Type:** Fixed - term contract (**3 years**)
**Location:** Head Office - Lusaka.
**ERB Grade:** Five (5)
**Reports To:** Manager Risk and Quality Assurance

**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. The ERB is looking to hire a qualified and experienced Zambian national to fill the position of **Risk Management Officer** to be based at its Head Office in Lusaka.

**Job Purpose**

To support the identification, assessment and monitoring of strategic and operational risks to the Energy Regulation Board, and assist in implementing measures to prevent and mitigate risk exposure.

**Main Duties and Responsibilities**

- Assist in developing and reviewing risk management policies by gathering information and preparing draft inputs for review.
- Support implementation of the Enterprise Risk Management Framework and monitor assigned activities under the guidance of the supervisor.
- Liaise with departments to identify and document strategic and operational risks facing the Institution.
- Collect and analyse information to describe and estimate risks using approved risk assessment methodologies.
- Assist in evaluating assessed risks against established criteria and maintain an up-to-date institutional risk register.
- Apply approved risk methodologies and assist in maintaining related tools and documentation.
- Track agreed risk mitigation actions and prepare progress reports, escalating outstanding actions and emerging risks to the supervisor.
- Support audits of policy and compliance with standards by compiling records and coordinating information requests from internal and external auditors.

- Assist in organising staff education and training activities to build institutional risk awareness.
- Provide administrative and secretariat support to the Risk Management Technical Committee, including meeting arrangements, draft minutes and action tracking.

**Required Skills**

- **Risk Management and Analytical Skills:** Ability to support risk identification, assessment and evaluation using approved methodologies.
- **Report Writing Skills:** Ability to prepare detailed briefs, risk reports and accurate records.
- **Communication Skills:** Ability to communicate effectively in English and explain risk-related matters clearly.
- **Computer Literacy:** Ability to use computer applications to maintain risk records and prepare reports.
- **Interpersonal and Negotiation Skills:** Ability to work courteously with departments and external contacts to obtain information and support agreed actions.
- **Coordination Skills:** Ability to organise assigned activities and support training and committee work.
- **Integrity and Confidentiality:** Ability to handle institutional information responsibly and maintain confidentiality.

**Minimum Qualifications**

• Grade 12 Certificate or equivalent.
• Bachelor's Degree in Accounting, Finance, Business Administration, Economics or a related field.
• A minimum of five (5) years' work experience.
• Verification of all qualifications by ZAQA is required.

**How to Apply**

Applicants must complete the pre-application form: ERB e-Job Application - Risk Management Officer – Fill out form or by scanning the QR code below




1. Applicants who meet ALL the minimum qualifications above will be invited to submit soft copies of application letters, current Curriculum Vitae (with a minimum of two (2) professional referees, in *PDF format*) and ZAQA certified copies of their Grade 12 Certificate and Degree.

2. Application deadline: **3rd November 2026**.

ERB is an equal opportunity employer, both genders are encouraged to apply. Candidates involved in any lobbying shall be disqualified. Only short-listed candidates will be contacted.