



VACANCY ANNOUNCEMENT

Job Title:	Senior Manager Human Resource and Administration
Job Type:	Fixed Term Contract
Location:	Head Office - Lusaka
ERB Grade:	ERB 3
Reports To:	Director General

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 **Senior Manager Human Resource and Administration** to be based at its Head Office.

Job Purpose

To lead the development, motivation and effective management of the ERB's human resource and the provision of efficient administrative services, in order to enable the ERB to achieve its strategic goals and objectives effectively and efficiently.

Main Duties and Responsibilities

The main responsibilities for this role include:

- Develop, review and interpret human resource policies and procedures, and advise Management on organisational policy matters
- Lead workforce planning, identify staffing needs and oversee the recruitment, selection and placement of staff
- Liaise with Management on salary levels for existing and prospective staff in line with approved salary scales
- Plan and oversee the orientation and induction of new employees on policies, job duties, conditions of service and benefits
- Implement strategic training and development plans in collaboration with line management to ensure training supports business needs
- Analyse, review and administer employee compensation and benefits to ensure competitive and sustainable conditions of service
- Develop and implement a performance management system that rewards excellence and addresses poor performance, and drive succession planning
- Plan and conduct job evaluations, salary surveys and organisation development interventions to ensure effective deployment and utilisation of staff

- Oversee occupational health, safety and wellness programmes for employees
- Promote employee engagement, manage industrial relations, handle and mediate employee disputes, and develop staff retention programmes
- Develop and enforce a sound disciplinary code and ensure fair and consistent handling of disciplinary matters
- Oversee human resource information and records management systems that support corporate and functional planning
- Oversee administrative services and manage departmental budgets and resources
- Plan, supervise, coordinate and develop the staff of the Human Resource and Administration Department

Minimum Qualifications and Skills

- Full Grade 12 Certificate or equivalent with five (5) credits or better
- Bachelor's Degree in Human Resource Management, Public Administration, or related field
- A Master's Degree in the relevant field
- Valid membership of the Zambia Institute of Human Resource Management (ZIHRM)
- Verification of qualifications by ZAQA is required
- Minimum seven (7) years relevant work experience, with at least three (3) years at management level
- Proven experience in industrial and employee relations

Required Attributes

- Strong leadership and people management skills
- Sound knowledge of Zambian labour laws and human resource best practice
- Excellent written skills, with the ability to prepare technical and analytical reports
- Effective oral communication skills in English
- High emotional and social intelligence, and excellent interpersonal skills
- Team player with good computer literacy
- High integrity and confidentiality

How to Apply

Applicants must complete the pre-application form available at this link: [ERB e-Job Application - Senior Manager Human Resource and Administration \(1\) – Fill out form](#) or by scanning the QR Code below:



- I. Applicants who meet ALL the minimum qualifications above will be invited to submit soft copies of application letters, current Curriculum Vitae (with minimum three (3) professional referees, ZAQA verified copies of Grade 12 School Certificate, Academic

and relevant professional qualification certificates in PDF version to managementjobs@erb.org.zm. No hard copies will be considered.

2. Application deadline is **Monday, 5th October 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.