



VACANCY ANNOUNCEMENT

Job Title : Director Legal/Board Secretary
Vacancy : 1
Location : Lusaka
ERB Grade : ERB 2
Reports To : Director General

The Company

The Energy Regulation Board (ERB) is a statutory body established under the Energy Regulation Act No. 12 of 2019 to regulate the energy sector by licensing undertakings and ensuring consumers receive a quality service at an equitable price while ensuring a reasonable rate of return to the energy utilities.

JOB OFFER

The ERB now seeks to recruit a suitably qualified and experienced **Zambian** to fill the position of **Director Legal/Board Secretary**

Job Purpose

To direct, control and co-ordinate the provision of legal and Board Secretarial services to Management and the Board in order to ensure that the ERB performs its regulatory functions in accordance with the provisions of the Energy Regulation Act and all other relevant pieces of legislation. The Job holder is also responsible for the provision of legal advisory services on various legal issues relating to the regulation and licensing of the energy sector undertakings. The job holder further oversees the enforcement procedures and processes.

Main Duties and Responsibilities

- a) Strategic Planning for the Department and institution, formulate departmental workplans, departmental and Board budgets, provide oversight and control on departmental budget and procurement processes.
- b) Manages the development of robust legal framework indicating detailed policies and procedures for enforcing the energy laws, regulations, and standards in the country,
- c) Ensures consistent interpretation and application of the law, conduct legal research and institute legal inquiry if need arises.
- d) Provide legal advisory services to the ERB on various matters and further represents the institution at meetings, arbitrations, negotiations, and litigation in matters of interest to the ERB.
- e) Support Management in drafting memoranda of understanding (MoUs), Agreements, Contracts other legal instruments and letters.
- f) Initiates and co-ordinates the periodic review of existing legislation and regulations in the energy sector to strengthen the statutory function of the ERB.

- g) Coordinates the enforcement procedures and processes in liaison with other departments, takes the lead in holding of enforcement meetings and enforcement of applicable penalties.
- h) Provides secretarial services to the Board and its Committees; plan and manage the Board calendar, co-ordinates the preparation and submission of management reports, Agenda for Committee and Board Meetings. Recording of all Committee and Board meetings, circulation of Board decisions and directives to Management and follow up on implementation with the Director General and Senior Management; monitoring of progress to provide timely and accurate feedback to the Board and Management.
- i) Participates in the preparation of the Annual Energy Sector Report and ensures production within the statutory period.
- j) Prepare departmental Key Performance Indicators, set performance standards, administer performance contract, and ensure timely performance reviews, supervise staff with regards to performance, discipline, initiate capacity building programmes among subordinates.

Personal Attributes and Skills

- Adherence to Corporate Governance tenets
- High levels of planning and Organization skills
- Good interpersonal, negotiation and communication skills
- Highly computer literate, able to write and present reports
- High integrity and ethical attributes. Able to handle confidential matters
- Keen attention to detail and an aptitude for problem solving

Minimum Qualifications and Experience

- Grade 12 School Certificate or equivalent
- Bachelor of Laws Degree (LLB)
- Master of Laws Degree will be an added advantage
- Advocate of the High Court of Zambia with minimum of ten (10) years at the Bar
- Membership of the Law association of Zambia, with valid Practicing Certificate
- Minimum of five years' experience at Senior management level and
- Demonstrate experience in Corporate Governance and Board Secretarial services

How to Apply

Applicants must submit soft copies of application letter, current Curriculum Vitae (with minimum two (2) professional referees,) in **word version** and **certified photocopies** of Grade 12 School Certificate, Degree Certificate, Current Practicing Certificate and other relevant professional qualifications to jobs@erb.org.zm ; No hard copies will be considered.

The email must state in the subject line: **APPLICATION FOR EMPLOYMENT AS DIRECTOR LEGAL/BOARD SECRETARY**, must be submitted not later than **Friday, 8th March 2024**. The applications must be addressed to:

**The Director General
Energy Regulation Board
Plot No. 9330, Danny Pule Road
P.O. Box 37631
LUSAKA**

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.