



JOB OPPORTUNITIES

The Zambia Institute of Chartered Accountants (ZICA) is a self-regulated membership body, established under the Accountants Act of 1982 and as amended in the Accountants Act of 2008 has the primary mandate of regulating and promoting the accountancy profession in Zambia.

The Vision of ZICA is “A reputable leader in developing finance and business professionals”.

Its Mission is “ZICA will protect public interest through the regulation of the accountancy profession to the satisfaction of stakeholders”.

The Core Values of the Institute are:

“Integrity, Professionalism, Customer Centric, Accountability, Excellence, Innovation”.

The Institute would like to recruit outstanding, result oriented and self-motivated, versatile and a professional individual of high personal integrity with appropriate academic and professional qualifications and experience in the following positions.

1. DIRECTOR FINANCE AND INVESTMENTS (ZICA02)

PURPOSE OF THE JOB

To provide strategic financial leadership, overseeing financial planning, management, and investment strategies by ensuring effective utilization of the organization's financial resources to achieve its strategic objectives while maintaining strong governance and compliance with financial regulations.

REPORTING STRUCTURE

The Director Finance and Investments shall report to the Chief Executive Officer.

DIRECT REPORTS

Finance and Investments Manager

KEY RESPONSIBILITIES

Financial Strategy and Planning

- Developing and implementing financial strategies that align with the Institute's mission and goals.
- Overseeing the preparation of financial forecasts, budgets, and long-term financial plans.
- Providing financial analysis and advice to the management team and Council to support decision-making.
-

Financial Management and Reporting

- Ensuring timely and accurate financial reporting in compliance with national and international accounting standards.
- Monitoring financial performance and providing variance analysis against budgets and forecasts.
- Developing and maintaining internal control systems to safeguard assets and ensure the integrity of financial records

Investments Management

- Developing and implementing an investment strategy that maximizes returns within acceptable risk levels.
- Managing investment portfolios, including asset allocation, risk management, and performance evaluation.
- Conducting regular reviews of investment policies, strategies, and performance to ensure alignment with objectives.

Risk Management and Compliance

- Overseeing the development and implementation of financial risk management frameworks.
 - Ensuring compliance with regulatory requirements, tax laws, and financial reporting standards.
 - Developing and enforcing policies and procedures that ensure the integrity of financial operations.
- Stakeholder Liaison.

Leadership and Team Management

- Overseeing the development and implementation of financial risk management frameworks.
- Ensuring compliance with regulatory requirements, tax laws, and financial reporting standards.

- Developing and enforcing policies and procedures that ensure the integrity of financial operations.

Stakeholder Engagement

- Liaising with external auditors, financial institutions, regulatory bodies, and other stakeholders on financial and investment matters.
- Represents the Institute in financial discussions, negotiations, and agreements.
- Prepares and presents financial reports and investment performance to the Board and other stakeholders

Strategic Projects and Initiatives

- Leading or participating in strategic projects, such as mergers, acquisitions, partnerships, and fundraising efforts.
- Supporting the development and implementation of new business models, revenue streams, and financial products.
- Driving initiatives that enhance financial sustainability and value creation for the Institute

QUALIFICATIONS AND OTHER SKILLS

- Grade 12 School Certificate or its equivalent with five (5) O level credits or better including English and Mathematics.
 - Full ACCA, CIMA, CA Zambia, bachelor's degree in finance or accounting,
 - Master's degree in finance, Business Administration (MBA), or a related field is an added advantage.
 - Must be a Fellow and registered with the Zambia Institute of Chartered Accountants.
 - Full ACCA, CIMA, CA Zambia, bachelor's degree in finance, Accounting, or its equivalent.
 - Minimum of 10 years of progressive experience in finance, with at least 5 years in a senior management role.

Key Competences

- Ability to develop, implement, and oversee comprehensive financial strategies that align with the Institute's objectives. This includes

budgeting, forecasting, financial analysis, and strategic financial planning to support growth and sustainability.

- Expertise in managing investment portfolios, including asset allocation, risk management, and performance analysis. Ability to develop investment policies and strategies that optimize returns while minimizing risks.
- Proven leadership skills with the ability to inspire, lead, and manage a diverse team of finance professionals. Demonstrates effective team building, coaching, and conflict resolution skills to foster a high-performance culture.
- Strong understanding of financial risk management frameworks and practices, with the ability to identify, assess, and mitigate financial risks. Ensures compliance with regulatory requirements, accounting standards (such as IFRS), and internal policies
- Strong analytical skills to interpret financial data, identify trends, and make data-driven decisions. Ability to think critically and solve complex financial and investment-related problems.
- Excellent verbal and written communication skills, with the ability to present complex financial information and analysis to diverse stakeholders, including the Board of Directors, management, and external parties.
- Ability to negotiate effectively with stakeholders, including financial institutions, regulatory bodies, and partners, to secure favourable terms and agreements. Persuasive skills to influence strategic financial decisions.
- Strong decision-making abilities, especially in high-pressure situations that require quick, strategic, and sound judgments. Ability to identify problems, evaluate alternatives, and implement effective solutions.
- High level of personal and professional integrity, with a commitment to ethical conduct in financial management and decision-making. Demonstrates transparency, accountability, and adherence to the highest standards of governance.
- Proficient in using financial management software, investment management tools, and enterprise resource planning (ERP) systems. Knowledge of emerging financial technologies and digital transformation trends in finance.
- Ability to build and maintain effective relationships with internal and external stakeholders, including Board members, auditors, regulators, and investors. Skilled in stakeholder communication, engagement, and relationship management
- Commitment to continuous professional development and staying updated with industry trends, financial regulations, and best practices. Flexibility to adapt to changing financial environments and organizational needs.

2. HUMAN RESOURCE AND ADMINISTRATION MANAGER (ZICA03)

PURPOSE OF THE JOB

To develop and implement HR strategies and initiatives aligned with the overall business strategy by overseeing the management of human resources services, policies, and programs, ensuring compliance with ZICA's objectives, labour laws, and regulations. This position also manages administrative functions to ensure a well-organized and efficient workplace.

REPORTING STRUCTURE

The Human Resource and Administration Manager shall report to the Chief Executive Officer.

DIRECT REPORTS

Human Resource and Administration Officer,

KEY RESPONSIBILITIES

Human Resource Strategy Development

- Developing and implementing HR strategies, policies, and practices that support the strategic goals of ZICA.
- Ensuring alignment of the HR strategy with the organizational mission, vision, and values.

Recruitment and selection

- Overseeing the recruitment process, including workforce planning, job descriptions, advertising, selection, and onboarding.
- Ensuring that the recruitment and selection processes are transparent, equitable, and in line with best practices.

Performance Management

- Designing, implementing, and managing the performance management system, ensuring alignment with organizational goals.
- Guiding and supports Performance Management System through appraisals.

Employee Relations and welfare

- Supporting development and implementation of employee relations policies and practices that foster a positive and productive work environment.
- Addressing employee grievances, conflicts, and disciplinary issues in accordance with labour laws and internal policies.

Training and Development

Managing the implementation of Training and Development.

Compensation and benefits management

- Overseeing the development and management of competitive compensation and benefits programs.
- Ensuring that the compensation structure is aligned with industry standards and organizational objectives
- Ensuring compliance with all labour laws, employment regulations, and ZICA's internal policies.
- Managing statutory reporting requirements related to HR functions.

Administration Management

- Ensuring compliance with all labour laws, employment regulations, and ZICA's internal policies.
- Manages statutory reporting requirements related to HR functions

HR information Systems Management

Overseeing the management and optimization of HR information systems (HRIS) to ensure accurate and timely HR data management.

Utilizing HR data analytics for informed decision-making

Supervisory

Overall Supervision of all HR and Administration Staff in liaison with their immediate Supervisors

QUALIFICATIONS AND OTHER SKILLS

- Grade 12 School Certificate or its equivalent with five (5) O level credits or better including English and Mathematics.
- Bachelor's degree in human resource management, Business Administration, Public Administration
- Master's degree in human resource management, Business Administration, Public Administration, or a related field is an added advantage.
- Minimum of 7 years of experience in Human Resource Management, with at least 4 years in managerial role.
- Must be a Full Member of Zambia Institute of Human Resource Management.

Key Competences

- Ability to provide visionary leadership and drive strategic HR initiatives that align with organizational goals.
- Deep knowledge of HR functions, including talent acquisition, performance management, compensation and benefits, employee relations, and compliance with labour laws.
- Strong verbal and written communication skills. Ability to engage effectively with employees at all levels and build strong working relationships.
- Excellent analytical and critical thinking skills. Ability to identify problems, assess risks, and make sound decisions based on data and insights.
- Skilled in managing and resolving workplace conflicts, addressing grievances, and maintaining a harmonious work environment.
- Ability to lead and manage organizational change initiatives, including employee engagement, restructuring, and cultural transformation.
- Strong negotiation skills to manage employee relations, contracts, and third-party service agreements.
- Ability to influence key stakeholders and drive consensus.
- Strong organizational skills with the ability to prioritize tasks, manage multiple projects, and meet deadlines in a fast-paced environment.
- High level of professional ethics, integrity, and confidentiality in handling sensitive HR matters.
- Ability to adapt to changing organizational needs and environments, with a flexible approach to problem-solving and decision-making.
- Keen attention to detail in managing HR records, employee data, and compliance documentation to ensure accuracy and consistency
- Ability to build and lead high-performing teams, foster collaboration, and provide coaching and mentorship for staff development.

If you are interested and meet the stated requirements, you may send a motivation letter accompanied by a detailed Curriculum Vitae (CV) ,copies of academic and professional qualifications electronically to:

The Chief Executive Officer
Zambia Institute of Chartered Accountants,
Accountants Park, Thabo Mbeki Road,
P O Box 32005,
LUSAKA

Using the email address below.

Email: careers@zica.co.zm

The closing date for receiving applications 12th January 2026 at 17 :00 hrs .

NOTE:

1. Applications with copies of Academic , Professional Certificates and updated CV should be sent as one PDF document.
2. All applications should be sent using the indicated email address below. No hand delivered hard Copies will be accepted.