



LUAPULA WATER SUPPLY AND SANITATION COMPANY LIMITED

ABOUT THE COMPANY

Luapula Water Supply and Sanitation Company Limited (LpWSC) is a Commercial Water Utility Company incorporated under the Companies Act (Cap 388 of the Laws of Zambia) as a limited liability company (by shares) in December 2008. The Company was specifically established to provide water supply and sanitation services to all the people in all the Areas of Luapula Province (Urban and Rural areas). Operations of the Company began in 2009, and the Company is currently operating in Six (6) out of the Twelve (12) districts of the province, namely: Mansa, Samfya, Kawambwa, Mwense, Nchelenge, and Chiengwe districts.

VACANCIES (JOB OPPORTUNITIES)

LpWSC now seeks to recruit high profile, self-motivated, innovative, honest, committed, adequately and appropriately experienced, dynamic, and skilled individuals to fill the following positions.

1. PROJECTS COORDINATOR (JOB GRADE 3)

Duty Station: Head Office; Mansa; Luapula Province

Job Purpose

To coordinate the conceptualization of projects and to develop and implement resource mobilization strategies and plans to secure funding from diverse sources for ongoing and planned projects and build strategic relationships with financiers.

Key Responsibilities

- Project Conceptualization: Coordinates the identification of internal needs, opportunities and projects for possible internal and external funding and fully participates in project planning and designing, and feasibility studies.
- Strategy and planning: Develops and implements wide-ranging resource mobilization and business development strategies to raise external capital.
- Development of Proposal for Funding: Writes, manages, and delivers high-quality bankable project and business proposals and executes funding applications to potential financiers and pursues the acquisition of funds
- Prospecting: Proactively identifies and explores new funding opportunities, finds calls for proposals, and explores innovative financing mechanisms.
- Securing of Funds: Achieve resource mobilization targets for the Company
- Project Management Support: Supports various project teams in managing project throughout the project cycles, from conception to completion, and.....

Clean Water Better Health

ensures that mobilized project resources are used effectively as intended and in compliance with respective financing agreements.

- Relationships with Financiers: Maintains strong relationships with existing and new resource partners, including governments, development partners, foundations, donors and individuals to leverage funding opportunities.
- Capacity Building: Trains and manages assigned resource mobilization staff and teams to build internal capabilities in resource mobilization skills.
- Project Monitoring and Evaluation: Establishes and executes Monitoring and Evaluation Systems to track project proposals, project implementation, project performance, appraise project objectives and performance indicators, compliance requirements and reports progress to Management
- Recordkeeping: Maintains accurate project records, documentation, and files throughout the project lifecycle, for internal and external use.

Qualifications and Desired Skills

Core Qualifications:

- Grade 12 School Certificate or Equivalent with a minimum of Five (5) "O" Levels, which must include Credits or Better in English and Mathematics.
- Bachelor's Degree in Economics, Finance, Business Administration; Project Management, Development Studies, or other relevant fields;
- A Post-graduate Degree in any of the core fields is an added advantage;
- Minimum of Five (5) years of relevant work experience, with marked success
- Preferred Age Limit: Not older than 45 Years Next Birthday

Other Desirable Competencies / Skills / Attributes:

- Proof of having personally mobilized resources for implemented projects;
- Strong understanding of fundraising principles and practices across various donor types, including traditional, non-traditional, and corporate sources.
- Familiarity with donor requirements, best practices, and compliance
- Demonstrated ability to work collaboratively with diverse teams and races
- Demonstrated engagement with diverse donors and international partners;
- Strong self-motivation, able to work independently and meet deadlines;
- Excellent leadership, coordination, negotiation, and networking skills
- Excellent proposal writing, presentation, and communication skills.
- Membership to a Professional Body is not a must but is desirable.

2. HEAD - PUBLIC RELATIONS AND MARKETING (JOB GRADE 4)

Duty Station: Head Office; Mansa; Luapula Province

Job Purpose

To plan, coordinate, implement and manage corporate communications, media and public relations, and marketing functions of the Company in order to preserve and enhance the image and visibility of the Company and its services.

Key Responsibilities

- Develop and manage the Company's Communication Policy, Procedures, and Public Relations Strategies to ensure effective dissemination of information to enhance visibility and brand to grow industry awareness.
- Develop and implement marketing strategies and communications plans with clear goals, tactics and budgets for company products and services.
- Create and edit content for various engagements, and publish newsletters, reports, articles, press releases, discussions, presentations, in print or online.
- Writes speeches and press statements for the Managing Director and coordinates and verifies all publications to the media and general public.
- Manage the Company website, manage website content to ensure timely website updates with relevant content for the public and other users
- Writes Minutes of various Meetings as assigned and tracks the actions taken
- Collects and compiles materials and archives them in the Research Centre.
- Prepares, coordinates and supervises all Company public relations events, functions, and ceremonies in liaison with internal and external stakeholders.
- Manage the Customer Complaints Management Systems (CCMS) and all Public Feedback Mechanisms, Media Inquiries and Interview Requests, and acts as point of information or interface between the Company and the Public to promote the Company's brand and public reputation.
- Acts as point of information or interface for the Company and manages all media inquiries and interview requests and queries from the general public.
- Find new opportunities for partnerships, sponsorships and advertising.

Qualifications and Desired Skills

Core Qualifications:

- Grade 12 School Certificate or Equivalent with a minimum of Five (5) "O" Levels, which must include Credits or Better in English and Mathematics.
- Bachelor's Degree in Journalism, Public Relations or Mass Communication
- Diploma in Marketing, Advertising, Sales will be an added advantage
- Any Qualification in graphic designing will be an added advantage
- Minimum of Five (5) years of relevant work experience, with marked success
- Proven Computer Skills (Microsoft Office Tools and internet) is required
- Valid Membership to the Zambia Institute of Public Relations and Communications, and must have a valid 2025 practicing License
- Preferred Age Limit: Not older than 45 Years Next Birthday

Other Desirable Competencies / Skills / Attributes:

- Proven working experience in public relations is required
- Proven working knowledge in graphic designing is required
- Solid experience with internet and social media marketing
- Proven track record designing and executing public relations campaigns
- Exceptional verbal, negotiation, writing and editing skills
- Strong relationships with local, national and international media outlets
- Excellent event planning, execution and direction experience
- Must be outgoing and of pleasant personality and high integrity

3. TECHNICAL ENGINEER - WATER DEMAND MANAGEMENT (JOB GRADE 4)

Duty Station: Head Office; Mansa; Luapula Province

Job Purpose

To devise and implement strategies to reduce water losses and optimize water demand and supply for reduced non-revenue water and optimized water supply and to provide technical oversight on implementation of NRW reduction plans.

Key Responsibilities

- Strategy and planning: Develop and implement a comprehensive Non-Revenue Water (NRW) Reduction Strategy and activity plans to reduce both technical and apparent water losses and optimize the system, water production and supply towards meeting the water consumption demand.
- Reduce Non-Revenue Water: Supervise activities to meet set NRW targets.
- Demarcated Metered Areas: Make all District Metering Areas (DMAs) to performance within the set performance target, collect, analyze, monitor and validate Non-Revenue Water data continuously across all DMAs.
- Water Auditing: Undertake Water Audits, Non-Revenue Water assessments and diagnostic studies to monitor illegal water use and verifies constant, low and high billing complaints raised through customer service office and prepare diagnostic reports for corrective actions.
- Field Operations: Lead Teams into field operations for leak detection and repairs, searching and identifying illegal Water Use and ensuring timely remedial action.
- Technical Oversight: Provide professional technical guidance to Rapid Response Teams, network maintenance Staff, and oversee performance of contractors and staff to ensure quality standards are met on all network repairs and rehabilitation projects.

- Hydraulic Modelling: Review and utilize hydraulic modelling for water abstraction, production and supply systems in NRW Management.
- Metering: Takes readings for bulk water meters to ensure accurate and full accountability for water, undertakes random inspections and tests meters.
- Capacity Building: Support and build capacity of staff within the Company on all matters related to Non-Revenue Water Management and reporting.
- Produces periodic and ad hoc technical reports detailing the water demand status in the company and progress on strategies to reduce NRW.

Qualifications and Desired Skills

Core Qualifications:

- Grade 12 School Certificate or Equivalent with a minimum of Five (5) "O" levels, which must include Credits or Better in English and Mathematics.
- Bachelor's degree in Engineering (Civil, Mechanical, or Water) or Equivalent
- Minimum of Five (5) years of relevant practical experience in related roles
- Valid Membership in a Professional Body (such as EIZ) is required.
- Preferred Age Limit: Not older than 45 Years Next Birthday

Other Desirable Competencies / Skills / Attributes:

- Knowledge of NRW Reduction Standards, techniques and best practices
- Proven experience in designing and installing water infrastructure.
- Hands-on experience with tools and techniques for NRW Reduction, such as Leak Detection Equipment, Ultrasonic Flow Meters and Hydraulic Models.
- Strong data analysis skills for reporting and risk management
- Excellent collaboration, interpersonal and communication skills
- High integrity, detail oriented and ability to work with minimal supervision.
- Excellent organisation, time management, prioritization and recordkeeping

4. MANAGEMENT SECRETARY (JOB GRADE 5)

Duty Station: Head Office; Mansa; Luapula Province

Job Purpose

To provide efficient and effective administrative and secretarial support services to Management, ensuring smooth office operations, effective communication, excellent document management and filing, scheduling of activities, events and meetings, and coordination of activities in line with organizational standards.

Key Responsibilities

- Event Scheduling: Manage and prioritize executives' calendars, diaries, schedule meetings, and coordinate appointments, and various itineraries
- Communication: Handle and prioritize all incoming and outgoing written correspondences, including emails, phone calls, blogs and posts.

- Document Preparation: Prepare, format and edit various documents, reports, letters, Memorandum, articles, presentations and publications
- Meeting Support: Prepare and Circulate Meeting Agendas, take Minutes at Meetings, and ensure all necessary materials are ready for meetings.
- Travel Arrangements: Plan and book travels and accommodation, as well as create detailed itineraries for business travels, events and trainings.
- Records Management: Organize, maintain and manage general office filing systems (physical and digital) for easy retrieval and reference.
- Confidentiality: Handle sensitive and confidential information with integrity.
- Office Support: Assist visitors, manage office supplies and replenishments and ensure office cleanliness, functionality of equipment as required
- Response Time Management: Ensure that all incoming and outgoing correspondence are handled and replied to within set turn-around time.
- Risk Management: Track and maintain up-to-date operational risk registers

Qualifications and Skills

Core Qualifications:

- Grade 12 School Certificate or Equivalent with a minimum of Five (5) "O" Levels, which must include Credits or Better in English and Mathematics.
- Diploma in Public Administration or related Management disciplines
- Diploma in Secretarial Studies, with 120/60 wpm Shorthand and Typing Speed is a mandatory requirement.
- Minimum of Three (3) years of relevant work experience in similar roles
- Proven Computer Skills (Microsoft Office Tools and internet) is required
- Membership to a relevant Professional Body is not a must but is desirable
- Preferred Age Limit: Not older than 45 Years Next Birthday

Other Desirable Competencies / Skills / Attributes:

- Results-oriented with excellent organizational and time-management skills
- Attention to detail, high-grade accuracy, and analytical skills are needed
- Proven ability to multitask, prioritize, and meet tight deadlines is crucial.
- Excellent written and verbal communication skills
- Excellent people management, interpersonal and public relations skills
- Demonstrated proficiency in Microsoft Office Applications (Word, Excel, PowerPoint, Outlook) is typically required and basic ICT knowhow is needed
- High integrity, professionalism, accountability and confidentiality are a must
- Demonstrated problem-solving and conflict management abilities

5. FINANCE AND ADMINISTRATION ASSISTANT (JOB GRADE 6)

Duty Station: Mansa District Office, Luapula Province

Job Purpose

To manage district financial processes and tasks, including managing budgeting, accounting, payroll, financial reporting, performing reconciliations, alongside the provision of administrative operational support in procurements and logistics.

Key Responsibilities

- Prepare Financial and Management Reports for Internal and External Use, capturing and process all financial transactions accurately and timely.
- Develop, manage and monitor budget (Cash, Income and Expenditures)
- Maintain financial records such as cash books, ledgers, and other financial records, budgeting in the Company's accounting software in use.
- Perform reconciliations of accounts, payables, receivables and others
- Manage accounts payable and keep accounts receivable records
- Prepare payroll inputs and ensure timely submission of statutory returns.
- Implement Company's Financial Management Policies and procedures
- Provide general administrative support to operations of the district
- Support and assist with the procurement of goods, services and works
- Coordinate and implement administrative functions for district operations and staff, including business travels, accommodation, and meeting schedules.
- Provide technical support and advice on relevant financial management.

Qualifications and Desired Skills

Core Qualifications:

- Grade 12 School Certificate or Equivalent with a minimum of Five (5) "O" levels, which must include Credits or Better in English and Mathematics.
- Minimum of a Diploma in Finance or Accounting, or Finished Penultimate Level of a Professional Qualification, such as ACCA, CIMA or ZiCA.
- Minimum of 3 years' hand-on post-qualification experience in a similar role
- Valid Membership of Zambia Institute of Chartered Accountants is required.
- Preferred Age Limit: Not older than 45 Years Next Birthday

Other Desirable Competencies / Skills / Attributes:

- Strong understanding of accounting principles and financial management
- Strong numerical and data analysis skills for reporting and risk management
- Proficiency in Accounting Software (ERP), Microsoft Excel, and office suites
- High integrity, detail oriented and ability to work with minimal supervision.
- Excellent organisation, time management, prioritization and recordkeeping
- Excellent collaboration, verbal and written communication skills

6. ASSISTANT INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER (GRADE 6)

Duty Station: Head Office; Mansa; Luapula Province

Job Purpose

To provide technical support in managing the organization's ICT infrastructure, systems, networks, databases, cybersecurity, disaster recovery, and compliance.

Main accountabilities:

- Manage IT Infrastructure and computer systems.
- Network, Database and Systems Administration
- Backup and Disaster Recovery management
- Assist in developing and implementing approved ICT corporate strategy
- Organize, control, and evaluate IT and electronic data operations.
- Assist in designing, developing, implementing, and coordinating systems, computer applications as well as policies and procedures.
- Automate operational systems, company work flows and procedures.
- Perform cyber security audits and network vulnerability assessments, to ensure security of data, network access and backup systems.
- Assist in Managing the Company Website
- Provide ICT Solutions for User needs to contribute to organizational policy.
- Provide technical support services to various Users of Compute Systems.
- Provide capacity development (training) of Users of all ICTs companywide.

Qualifications and Desired Skills

Core Qualifications:

- Grade 12 School Certificate or Equivalent with at least Five "O" Levels, which include Credits or Better in English, Science and Mathematics.
- Degree in Computer Science, Information Technology or equivalent Qualifications from a recognized university/institution
- Certification in database management and programming is beneficial
- A minimum of Three (3) Years hands-on work experience in similar roles.
- Membership of Relevant Professional Body is desirable.
- Preferred Age Limit: Not older than 45 Years Next Birthday

Other Desirable Competencies / Skills / Attributes:

- Database management and programming skills
- Ability to identify and resolve identified Technical ICT challenges
- Working knowledge in using engineering software, tools and applications.
- Detail-oriented for accuracy in designs, drawings, and maintenance works.
- Strong ability and willingness to work long hours and travel to various sites
- Demonstrated diagnostic / troubleshooting skills in ICT works
- Excellent problem-solving, interpersonal and communication skills.

7. TECHNICIAN - MECHANICAL ENGINEERING (JOB GRADE 6)

Duty Station: Head Office; Mansa; Luapula Province

Job Purpose

To design, develop, inspect, test, diagnose, repair and maintain motor vehicles and mechanical, hydraulic, electrical and electronic systems and components in machinery, automobiles, plant, equipment and related components.

Key Responsibilities

- Conduct diagnostic tests on vehicles, mechanical systems, machinery and equipment, evaluate results to find solutions to identified problems and fix faults in engines, transmissions, suspension, brakes, and hydraulic systems.
- Repair or replace defective parts and components in automobiles, plant and equipment, engines, transmissions, suspension, brakes, and hydraulic systems using a variety of tools, equipment and techniques.
- Install, disassemble, inspect, diagnose, test, repair, and reassemble vehicle, mechanical assemblies, equipment, machinery, components and systems, such as engines, transmissions, brakes, in accordance with specifications;
- Use Engineering Software and other relevant Applications to design new solutions and create technical solutions to technical problems and faults.
- Establish and implement the maintenance and safety procedures, service schedules and material requisitions to maintain machines and equipment.
- Consult with other experts, managers and staff to implement operating procedures, resolve mechanical system malfunctions and manage risks.
- Safety compliance: Adhere to safety regulations and workplace policies
- Prepare technical reports, document mechanical diagnosis and design details, organize operational test results and keep records of works.
- Other responsibilities: Conduct test drives to verify vehicle serviceability after repairs, report the root causes of machine breakdowns and advise management on necessary repairs and replacement parts required and operate vehicles and equipment for diagnosis, testing, or transport as may be needed and assist to train other mechanics and interns / apprentices

Qualifications and Desired Skills

Core Qualifications:

- Grade 12 School Certificate or Equivalent with at least Five "O" Levels, which include Credits or Better in English, Science and Mathematics.
- Craft Certificate in Automotive Mechanics or Motor Vehicle Engineering or Diploma in Mechanical Engineering or Equivalent Qualifications or Certifications from recognized Training Institutions
- Possession of a Clean SADC Driver's License, preferably Class C.
- A minimum of Three (3) years post-qualification experience in similar roles.
- Membership to a Professional Body is not a Must but is desirable.
- Preferred Age Limit: Not older than 45 Years Next Birthday

Other Desirable Competencies / Skills / Attributes:

- Practical experience in machinery diagnostics, hydraulics and repairs
- Ability to identify and resolve technical problems in mechanical systems.
- Working knowledge in using engineering software, tools and applications.
- Attention to detail for accuracy in drawings, data collection, and repairs.
- Strong ability to work long hours and travel extensively
- Demonstrated diagnostic skills in mechanical and electrical faults
- Excellent problem-solving, interpersonal and communication skills.

Interested candidates meeting the above requirements should submit their applications, attaching their Cover Letters, Curriculum Vitae, copies of Certified academic and professional qualifications, and ZAQA verification/evaluation certificates in a single PDF document as well as the Contact details (address/telephone/email) of Three (3) traceable referees physically or online on or before **Sunday, 30 November 2025**.

Applications should be addressed and sent to:

Manager Human Resources and Administration
Luapula Water Supply and Sanitation Company Limited
Plot 106 Chitimukulu Road, Low Density
P. O. Box 715094
MANSA, ZAMBIA

NOTE: Luapula Water Supply and Sanitation Company Limited (LpWSC) is an Equal Opportunity Employer and does not discriminate in its selection and recruitment practices on the basis of race, tribe, colour, religion, gender, political affiliation, marital status, disability or other non-merit factors. Women are strongly encouraged to apply.