



ROAD DEVELOPMENT AGENCY

JOB OPPORTUNITIES

The Road Development Agency (RDA) is a statutory body whose function is to plan, manage and coordinate the road network in the country. The Agency is responsible for care, maintenance and construction of public roads in Zambia. It also regulates the maximum permissible weights on roads, conducts studies for the development, maintenance and improvement of the road network, and reviews design standards and classification.

In order to implement this mandate, the RDA now wishes to fill up the following vacant positions:

PLANNING AND DESIGN DIRECTORATE

1. ENGINEER - GEOMATIC (1 POSITION) HEAD OFFICE

(i) Job Purpose

Reporting to the Principal Engineer Survey/Geomatic, the Engineer Survey/Geomatic will be responsible for carrying out measurements and topographic surveys and interpret data for road design construction including information about boundaries, buildings and both natural and man-made features.

(ii) Key Responsibilities and result areas

- Undertake land topographic surveys using a variety of specialist technical equipment
- Analyze data for the geometric design of roads using the appropriate computer software such as AUTOCAD and CIVIL 3D
- Develop and document automated, semi-automated, and manual editing tools and associated processes
- Gain and maintain modern best practice coding skills for road design and construction
- Proactively adhere to the quality policies set forth by the Agency
- Participate as needed in development meetings with stakeholders and customers

(iii) Qualifications and Attributes

- Grade 12 Certificate.
- A Bachelor's degree in Land Surveying/ Geomatic Engineering;
- Registered Member of the Engineering Institution of Zambia;
- Must have a dynamic, pro-active approach to work with excellent communication skills;
- Must be Computer Literate.

2. ENGINEER HIGHWAY MANAGEMENT SYSTEM (1 POSITION) HEAD OFFICE

(i) Job Purpose

Reporting to the Principal Engineer HMS, the Engineer HMS will be responsible for updating the Highway management System with data, analysing data entries into the system, road condition surveys and preparation of technical and other planning documentations.

(ii) Key Responsibilities and result areas

- Assist in the Manage the Zambia Highway Management System and assist in Road Asset Management
- Analyse, monitor and manage current road management systems and traffic flow systems using Design Highways software packages such as AutoCAD, Geographical Information System (GIS);
- Strategize highway / traffic improvements so that they satisfy local authorities expectations; cost effective, fit for purpose and environmentally sustainable;
- Prepare road strategic plans for maintenance and development works through the use of Zambia Highway Management Highway Management System (ZMHS).
- Liaise with Local Road Authorities and strategize ways in which road systems can be improved;
- Monitor and ensure the timely completion of all road conditions surveys, traffic surveys, pavement inventory surveys.
- Check data validation and ensure correctness of collected data.
- Prepare designs, reports, specifications and other deliverables for highways schemes;
- Ensure designs are appropriate and meet the expected levels of technical excellence;
- Ensure the designs produced meet the design briefs set by the Delivery Teams and monitor;
- Assist in the delivery of large and complex highways schemes;
- Assist in Strategic, Tactical and Programme Planning of the core road network
- Provide highways advice for the disciplines to deliver the programmes and budgets agreed;
- Provide Professional and Technical Excellence in highway engineering; and
- Programming and coding knowledge will be an added advantage.

(iii) Qualifications and Attributes

- Grade 12 Certificate
- A Bachelor's Degree in Civil Engineering and or Geomatic Engineering;
- Registered Member of the Engineering Institution of Zambia;
- Ability to multitask;
- Must have a dynamic, pro-active approach with excellent communication skills;
- Must be Computer Literate.
- Knowledge in Geographical Information System (GIS) modules and spatial analysis of the core road network will be an added advantage.

3. ENGINEER PAVEMENTS (1 POSITION) HEAD OFFICE

(i) Job Purpose:

Reporting to Principal Engineer- Pavements, the Engineer Pavements will be responsible for undertaking pavement designs, design reviews, pavement testing, road condition assessments, conducting pavement failure investigations and root cause analyses in line with best practice.

(ii) Key Responsibilities and result areas

- Prepare designs, reports, specifications and other deliverables pavement design;
- Review designs to ensure they meet the prescribed standard specifications;
- Review and ensure designs are appropriate and meet the expected levels of technical excellence;
- Allocate tasks to other members of the Design Team and monitor progress;
- Assist in the provision of road pavement advice for other disciplines;
- Design and construct activities to deliver the outcomes agreed to programmes and budget;

- Provide Professional and Technical advise in road pavement engineering;
- Understand the condition of the road pavement asset and identify areas where it needs improvement;

(iii) Qualifications and Attributes

- Grade 12 Certificate
- A Bachelor’s Degree in Civil Engineering;
- Registered Member of the Engineering Institution of Zambia;
- Ability to multitask;
- Must have a dynamic, pro-active approach with excellent communication skills;
- Must be Computer Literate.

4. ENGINEER - GEOMETRIC DESIGN (1 POSITION) HEAD OFFICE

(i) Job Purpose:

Reporting to the Principal Engineer Design and Traffic, the Engineer -Geometric Design will be responsible for will be responsible for geometric related designs, compile design reports and design drawings as well as use computer aided design to create roads, bridges and other road related infrastructure designs.

(ii) Key Responsibilities and result areas

- Conduct conditional road surveys;
- Use computer-aided design to create road and bridge designs
- Create geometric /structural design of roads to foster broader community goals;
- Ensure compliance with design guidelines and standards;
- Review designs prior to approval;
- Prepare the design drawings and any other reports and paperwork necessary to complete Agency road projects;
- Create designs according to client specifications and provide consultations to clients when necessary;
- Complete a variety of assignments such as drawings, specifications, and other materials suitable for procurement and construction purposes;
- Preparation of bill of quantities and tender documents;

(iii) Qualifications and Attributes

- Grade 12 Certificate
- A Bachelor’s Degree in Civil Engineering;
- Competence in road design software will be a requirement;
- Registered Member of the Engineering Institution of Zambia;
- Ability to multitask;
- Must have a dynamic, pro-active approach to work with excellent communication skills;

3. TECHNICIAN – MATERIALS (1 POSITION)

(i) Job Purpose

Reporting to the Materials Engineer, the Materials Technician, is responsible for testing of road construction materials and works to check for quality.

(ii) Key Responsibilities and result areas

- Sampling of materials;

- Receipting of Samples from clients;
- Billing of clients for tests conducted;
- Testing of materials;
- Computation of results;
- Testing of road and bridge works;
- Road inspections and monitoring of trial sections;
- Checking of quality of new construction materials;
- Preparation of Test Certificates and Reports.

(iii) Qualifications and Attributes

- Grade 12 Certificate
- Diploma in Civil Engineering/Road Construction Technology from a recognized institution;
- Not less than two (2) years experience in Road Construction Materials Testing;
- Registered Member of the Engineering Institution of Zambia (EIZ);
- Computer Literate.

ROAD MAINTENANCE DIRECTORATE

1. ENGINEER – CONTRACTS (2 POSITIONS) NORTHERN AND NORTH WESTERN PROVINCES

(i) Job Purpose

Reporting to the Senior Engineer, the Engineer - Contracts will be responsible for Contract administration of maintenance Contracts in the Region.

(ii) Key Responsibilities and result areas

- Assist in the formulation of annual road maintenance (routine and periodic maintenance) programmes in the Region;
- Prepare and certify contractors' certificates for executed works done in accordance with the specifications, standard test procedures and conditions of contract;
- Preparing Contract administrative documents;
- Interpreting Contract documents to Contractors;
- Ensure that contract specifications are strictly adhered to by Contractors;
- Inspecting works against contractor's claim and prepare payment certificates for payments;
- Preparing monthly progress reports;
- Organizing Site meetings;
- Liaising with other stake holders such as Consultants and Local Authorities;
- Assisting ensuring that road upgrading, re-gravelling and maintenance works in the Region are carried out to the specified technical standards and that corrective action is taken as needed;

(iii) Qualifications and Attributes

- A Bachelor's Degree in Civil Engineering;
- Registered Member of the Engineering Institution of Zambia;
- Ability to multitask;
- Must have a dynamic, pro-active approach with excellent communication skills;
- Must be Computer Literate.

2. ENGINEER – PLANNING & DESIGN (1 POSITION) LUSAKA PROVINCE

(i) Job Purpose

Reporting to the Senior Engineer, the Engineer – Planning and Design will be responsible for designing and planning of road maintenance works in the Region.

(ii) Key Responsibilities and result areas

- Conducting road conditional surveys on Trunk, Main and District roads and bridges;
- Preparing tender documents with complete designs and drawings;
- Preparing advertisements and evaluation reports for works and services;
- Preparing progress reports on Road Maintenance activities;
- Undertaking and maintaining traffic count records on Trunk, Main and District roads;
- Preparation of quarterly and annual work plans;
- Ensuring designs for road maintenance are appropriate and meet the expected levels of technical specifications;
- Reporting on performance against budget and programme on Road Maintenance Projects;

(iii) Qualifications and Attributes

- A Bachelor's Degree in Civil Engineering;
- Registered Member of the Engineering Institution of Zambia;
- Ability to multitask;
- Must have a dynamic, pro-active approach with excellent communication skills;
- Must be Computer Literate.

CONSTRUCTION & REHABILITATION DIRECTORATE

1. ENGINEER - CONSTRUCTION (1 POSITION) HEAD OFFICE

(i) Job purpose

Reporting to the Principal Engineer- Construction, the Engineer – Construction is responsible for coordination and supervision of Contractors and Consultants activities on all running Contracts

(ii) Key Responsibilities and result areas

- Supervise Consultants and Contractors and review of progress on running Contracts and progress reports;
- Process payments for Contractors and Consultants;
- Coordinate the actual road construction on the ground and work in conjunction with consulting engineers;
- Certify invoices and Interim Payment Certificates (IPCs);
- Liaise and work jointly with the design team (Design Engineers) to implement refinements;
- Deal skillfully with a diverse range of people including clients, architects, other engineering professionals, sub-contractors and members of the public;
- Liaise with and direct the work of sub-contractors employed on the project;

(iii) Qualifications and Attributes

- A Bachelor's Degree in Civil Engineering;
- Registered Member of the Engineering Institution of Zambia;
- Ability to multitask;
- Must have a dynamic, pro-active approach with excellent communication skills;

- Must be Computer Literate.

2. ENGINEER- REHABILITATION (2 POSITIONS) HEAD OFFICE

(i) Job Purpose

Reporting to the Principal Engineer – Rehabilitation , the Engineer- Rehabilitation will be responsible for ensure the delivery of safe, sustainable and integrated traffic and transportation network in alignment with the required traffic standards and bylaws to achieve optimal network performance.

(ii) Key Responsibilities and result areas

- Supervise Consultants and Contractors and review of progress on running Contracts and progress reports;
- Process payments for Contractors and Consultants;
- Coordinate the actual road construction on the ground and work in conjunction with consulting engineers;
- Certify invoices and Interim Payment Certificates (IPCs);
- Liaise and work jointly with the design team (Design Engineers) to implement refinements;
- Deal skillfully with a diverse range of people including clients, architects, other engineering professionals, sub-contractors and members of the public;
- Liaise with and direct the work of sub-contractors employed on the project;

(iii) Qualifications and Attributes

- A Bachelor’s Degree in Civil Engineering;
- Registered Member of the Engineering Institution of Zambia;
- Ability to multitask;
- Must have a dynamic, pro-active approach with excellent communication skills;
- Must be Computer Literate.

HUMAN CAPITAL & ADMINISTRATION DIRECTORATE

1. REGIONAL HUMAN CAPITAL & ADMINISTRATION OFFICER (1 POSITION)

(i) Job Purpose

Reporting to the Regional Manager administratively and Manager- Human Capital and Administration functionally, the Regional Human Capital & Administration Officer is responsible for the proper and consistent implementation of Human Capital Policies and procedures and general administrative services.

(ii) Key Responsibilities and result areas

- Interpreting conditions of service to all Regional Staff and ensure adherence of the same;
- Provides guidance to the Regional Manager on all human capital and administration matters in the Region;
- Monitors the regional establishment and staffing levels and initiates filling of vacancies;
- Implements regional HIV and AIDS awareness and employee wellness activities;
- Initiates the maintenance and servicing of Regional motor vehicles;
- Facilitating boarding and lodging arrangements for RDA visitors to the Regions;

- Recruitment, preparation of contracts and pay schedules for temporary employees;
- Coordinates the participation of Regional Staff in National Events;
- Preparation of Human Capital & Administration periodic reports

(iii) Qualifications & Attributes

- Grade Twelve (12) Certificate
- Bachelor's Degree in Human Resources Management/ Psychology /Business Administration and Public Administration or its equivalent;
- Must be conversant with the Zambian Labour Laws;
- Registered Member of the Zambia Institute of Human Resources Management
- Good team player, mature and sober character;
- Must be able to maintain high level of confidentiality;
- Must be Computer Literate
- Develops, implements and documents software tools for use in house.

2. ASSISTANT ICT SPECIALIST SYSTEMS (1 POSITION)

(i) Job Purpose

Reporting to the Manager- ICT, the Assistant ICT Specialist will be responsible for the maintenance of software systems, updates and backup and user technical support.

(ii) Key Responsibilities and result areas

- Provides technical support for all database applications.
- Provides effective information technology systems to support all projects.
- Ensures projects are supported by effective and efficient systems and software.
- Maintains all information technology Infrastructure at site locations.
- Provides End user support and training.
- Analyzes and maintain records management system.
- Tests new software prior to deployment.
- Maintains and improves existing software and systems.

(iii) Qualifications and Attributes

- Grade Twelve (12) Certificate
- Bachelor of Computer Science or Information Technology Degree
- At least 3 years relevant work experience in ICT.
- Knowledge of SQL Server and Oracle databases
- Membership of an appropriate body such as The Information and Communications Technology Association of Zambia (ICTAZ)
- Team player, good interpersonal and communication skills

3. ELECTRICIAN (1 POSITION)

(i) Job purpose

Reporting to the Senior Administration Officer, the Electrician is responsible for general execution of all electrical works.

(ii) Key Responsibilities and result areas

Responsible for the execution of all electrical maintenance, installation and repair of all electrical works:

- Ensure the efficient operation of all electrical equipment;
- Ensure all mains, distribution and lighting systems are in a good condition and should be able to trouble shoot any electrical fault;
- Ensuring that all ZESCO meters have sufficient units;
- Maintain essential stock of electrical fittings;

(iii) Qualifications and Attributes

- Grade Twelve (12) Certificate
- Advanced Craft Certificate in Electricity from a TEVETA accredited institution;
- Registered Member of the Engineering Institute of Zambia (EIZ);
- Must have two (2) years of experience in electricity management.

LEGAL SERVICES DIRECTORATE

1. LEGAL OFFICER (2 POSITIONS)

(i) Job Purpose

Reporting to the Legal Counsel, the Legal Officer will generally be responsible for the provision of legal advice, efficient and effective legal advisory services to the RDA Management and staff. This is shall be in compliance with the provisions of the law and in accordance with Agency's Policies in order to protect its interests.

(ii) Key Responsibilities and result areas

- Assisting in interpreting key statutes such as the Public Roads Act, No 12 of 2002, Regulations and other pieces of key legislation, which have a bearing on carrying out the RDA Mandate in order to ensure that the Agency acts within the law;
- Review and draft contracts, pieces of legislations, policies, contracts, lease agreements and various legal documents and keep records thereof to protect the Agency's and other stakeholders' interests;
- Coordinating with the Attorney General's Chambers on legal matters related to the functions of the Agency;
- Representing and defending the interests of the Agency in all legal proceedings so as to prevent or minimise loss;
- Advise the Agency on new legislation and all legislative queries, amendments, and repeals that may be proposed or considered; and
- Perform any other duties as assigned by the supervisor from time to time;

(iii) Qualifications and Attributes

- Grade Twelve (12) Certificate
- Bachelor of Laws Degree (LLB);
- Advocate of the High Court of Zambia;
- Minimum of two (2) years post certification experience in legal practice;
- Member of the Law Association of Zambia (LAZ), Membership of the Chartered Institute of Arbitrators (CIA) will be an added advantage;
- Good advocacy skills
- Excellent analytical skills

- Exceptional attention to detail
- High level of integrity and confidentiality
- Must have a dynamic, pro-active approach with excellent communication skills and
- Must be Computer Literate.

INTERNAL AUDIT AND RISK ASSURANCE DIRECTORATE

1. PRINCIPAL INTERNAL AUDITOR (2 POSITIONS)

(i) Job Purpose

Reporting to the Senior Manager, the Principal Internal Auditor is responsible for planning and execution of routine and special audits including investigations.

(ii) Key Responsibilities and result areas

- Plan and execute all types of audits.
- Review the effectiveness of the risk management process.
- Review and appraise the soundness, adequacy, and application of accounting, financial, and other operating controls and promoting effective control at reasonable cost.
- Ascertain and evaluate compliance with established policies, plans, procedures and statutes and other Legal Covenants
- Ascertain and evaluate how the resources for the Agency are accounted for and safeguarded from losses of all kinds.
- Ensure that Financial Management and other operating information are accurate, reliable and timely.
- Ensure that adequate systems and controls are in place to prevent or detect frauds

(iii) Qualifications and Attributes:

- Grade Twelve (12) Certificate
- First degree or equivalent from a recognised institution;
- Full ACCA ,CIMA or CA plus five years' experience;
- A member of ZICA/Institute of Internal Auditors.
- Must have a dynamic, pro-active approach with excellent communication skills;
- Must be Computer Literate.

FINANCE DIRECTORATE

1. ASSISTANT ACCOUNTANT (2 POSITIONS) WESTERN AND EASTERN PRONVICES

(i) Job Purpose

Reporting to the Regional Accountant, the Assistant Accountant will assist the Regional Accountant in the preparation and coordination of all accounting work in the Region. The Assistant Accountant will also ensure that all relevant books of accounts are accurately maintained and that the requisite information is promptly availed to management and in a suitable format.

(ii) Key Responsibilities and result areas

- Receiving cash and banking it promptly;
- Initiating payments in line with approved budget line;
- Maintaining Petty Cash and filing all accounting documents and correspondence;

- Initiating Journal entries and Updating the Cash Book;
- Sending both hard & soft copies of all deposit slips of revenue and incomes;
- Sending copies of retirement of funds received for various projects and operations;
- Perform banks reconciliations ,cash and petty cashbooks;
- Update the Regional fixed assets register on regular basis;
- Prepare periodic and ad-hoc reports;
- Perform any other duties that may be assigned from time to time

(iii) Qualifications and Attributes

- Grade Twelve (12) Certificate
- Bachelor's Degree in Accounting or;
- ACCA level 2; or
- CIMA level 2; or
- NATECH or;
- ATD or equivalent.
- Minimum of two (2) years experience;
- Registered Member of the Zambia Institute of Certified Accountants (ZICA)

2. CASHIER – COPPERBELT REGION (1 POSITION)

(i) Job Purpose:

Reporting to the Regional Accountant, the Cashier is responsible for receipting and depositing all income received on a daily basis and maintaining records on income collected to facilitate accurate and reliable financial reporting.

(ii) Key Responsibilities and result areas

- Preparation of daily receipt schedules and ensure deposit of income received on daily basis
- Preparation of monthly income returns and uploads
- Maintaining accurate records of income received
- Reconciling ledger accounts as assigned by Regional Accountant
- Perform any other duties that may be assigned from time to time

(iii) Qualifications and Attributes

- Grade Twelve (12) Certificate
- CAT, AAT/ NATECH/ZICA TECH/ACCA I,
- Minimum of one (1) year relevant experience
- Registered Member of the Zambia Institute of Certified Accountants
- Computer Literate

PROCUREMENT DIRECTORATE

1. PROCUREMENT OFFICER (1 POSITION) HEAD OFFICE

(i) Job Purpose

Reporting to the Senior Procurement Officer, the Procurement Officer, is responsible for the timely procurement of goods, works and services.

(ii) Key Responsibilities and result areas

- Supervising Assistant Procurement Officers;
- Preparing Procurement Plans;

- Preparing solicitation documents and Addenda
- Conducting Tender Closing and Opening exercises;
- Undertaking evaluations;
- Assisting in preparing quarterly and annual reports;
- Preparing Procurement Committee Papers;
- Preparing Contracts;

(iii) Qualifications and Attributes

- Full Grade twelve (12) Certificate;
- Bachelor's Degree in Purchasing and Supply or Chartered Institute of Purchasing and Supply (CIPS) Advanced Diploma or equivalent;
- Minimum of three (3) years post qualification experience in Public Sector Procurement;
- Valid practicing certificate from the Zambia Institute of Purchasing and Supply;
- Computer literate;
- Good interpersonal and communication skills;

2. PROCUREMENT ASSISTANT OFFICER (2 POSITIONS) HEAD OFFICE

(i) Job Purpose:

Reporting to the Procurement Officer, the Assistant Procurement Officer provides support in the procurement of goods, works and services.

(ii) Key Responsibilities and result areas

- Preparing Local Purchase Orders (LPOs)
- Handling of Tender documents and adverts;
- Recording and keeping of all memorandums;
- Preparing inquiries, collecting and evaluating quotations ;
- Printing and photocopying of Tender Documents;
- Facilitating tender opening and closing exercises and preparing records thereof;
- Writing stores requisitions for goods and services;
- Distributing advertisements to Newspapers;

(iii) Qualifications and Experience

- Grade Twelve (12) Certificate
- Chartered Institute of Purchasing and Supply (CIPS) Diploma or equivalent;
- Valid Practicing Certificate from the Zambia Institute of Purchasing & Supply (ZIPS) ;
- Minimum two of (2) years relevant experience;
- Computer literate;

Attractive remuneration will be offered to the successful candidates. Female candidates are encouraged to apply.

Interested Zambian citizens should send applications and detailed Curriculum Vitae in a sealed envelope clearly stating the position applied for in the RDA to:

The Director & Chief Executive Officer
 Road Development Agency
 P.O. Box 50003
 Fairley Road, Ridgeway,
LUSAKA

Closing date for submission of applications is 2nd September 2022. Applications sent through email or fax will not be accepted. Only short-listed applicants will be contacted. Any form of lobbying will lead to automatic disqualification.