



ZCCM Investments Holding Plc

Incorporated in the Republic of Zambia

JOB VACANCIES

ZCCM Investments Holdings Plc (ZCCM-IH) is an investments holding company which has a primary listing on the Lusaka Stock Exchange and secondary listings on the London and Euronext (Paris) Stock Exchanges. The Company has majority of its investments held in the copper mining and energy sectors of Zambia. ZCCM-IH's majority shareholders are the Industrial Development Corporation (IDC) with 60.3%, Government of the Republic of Zambia (GRZ) with 17.3% shareholding. The National Pensions Scheme Authority (NAPSA) holds 15% shares while other individual and institutional shareholders numbering over 4,000 located in different parts of the world hold 7.4% shares.

The Company invites applications from suitably qualified and experienced individuals who are innovative, energetic and performance driven to fill the following positions in the **Legal Directorate**:

1. Deputy General Counsel (X1) - Kitwe
2. Legal Counsel – Compliance (X1) - Lusaka
3. Legal Counsel – Dispute Resolutions (X1) - Kitwe
4. Conveyancing Officer (X1) - Kitwe
5. Conveyancing Assistant – Matching and verification (X2) - Kitwe
6. Conveyancing Assistant - Assignments (X2) - Kitwe
7. Officer Manager (X1) – Kitwe

Application Procedure

Application letters together with copies of certificates and detailed curriculum vitae should reach the undersigned by 28th February 2017.

**Human Resources Manager
ZCCM Investments Holdings Plc
Mukuba Pension House
P O Box 30048
LUSAKA**

Alternatively, applications should be sent to: jobs@zccm-ih.com.zm

JOB TITLE : **Deputy General Counsel**

JOB GRADE : **ZH3**

DIRECTORATE : **Legal**

STATION : **Kitwe**

JOB PURPOSE

To provide legal services to the Company by assisting the General Counsel in the administrative and legal affairs delegated by the General Counsel.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Administration	<ul style="list-style-type: none"> Assists the General Counsel with administrative and legal matters, including the planning, organising and managing of work activities assigned to staff by the General Counsel. Ensures all Amendments to legislation, Statutory Instruments and gazette notices issued from time to time are in the custody of the department. Ensures that all Court or the Law Association of Zambia Notices are in the possession of the department. Coordinates the departmental action plan Maintains legal records and documents.
Reports	<ul style="list-style-type: none"> Prepares all Legal Reports. Prepares weekly, monthly and quarterly reports.
Legacy Matters	<ul style="list-style-type: none"> Attends to all claims arising out of the privatisation of Zambia Consolidated Copper Mines Limited. Monitors the extinguishing of environmental liabilities. Ensures all employment liabilities arising out of privatisation aforesaid are discharged.
Dispute Resolution	<ul style="list-style-type: none"> Represents the Company in all legal claims and suits. Supervises the efficient preparation and filing of all Court documents. Reviews all Judgments and Rulings and provides appropriate guidance.
Legal Documents and Agreements	<ul style="list-style-type: none"> Drafts/Reviews legal documents, without limitation, including employment contracts, commercial agreements, transaction documents, procurement documents.

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Bachelor's Degree (LLB)
- Advocate of the High Court of Zambia (Minimum 5 years at the Bar)
- Member of the Law Association of Zambia.
- Proven Court room experience a must.

b) Minimum Relevant Pre-Job Experience:

4 years

c) Skill Specifications:

- Leadership skills
- Analytical skills
- Communication skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
- Eloquent
- Persuasive

JOB TITLE : **Legal Counsel -Dispute Resolution**
JOB GRADE : **ZH4**
DIRECTORATE : **Legal**
STATION : **Kitwe**

JOB PURPOSE

To provide legal services to the Company in Dispute Resolution.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Advisory	<ul style="list-style-type: none">• Reviews disputes and provides appropriate advice to the Company.• Provides an opinion on the merits of each dispute.
Court/Arbitration/Mediation Documents	<ul style="list-style-type: none">• Determines appropriate Court/Arbitration/Mediation documents required in order to prepare for disputes.• Drafts the requisite Court/Arbitration/Mediation documents• Ensures effective service of all Court/Arbitration/Mediation documents on the relevant parties
Witnesses	<ul style="list-style-type: none">• Identifies and procures suitable witnesses for disputes• Conducts pre-trial with identified witnesses• Facilitates the availability of witnesses for hearing.
Attendance to Disputes	<ul style="list-style-type: none">• Attends all hearings scheduled for disputes and avoids unnecessary adjournments.• Defends the Company in all matters against it.• Prosecutes matters on behalf of the Company.• Attends to ex-curia settlements of disputes

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Bachelor's Degree(LLB)
- Advocate of the High Court of Zambia(Minimum 3 years at the Bar)
- Member of the Law Association of Zambia.
- Proven Court room experience a must.

b) Minimum Relevant Pre-Job Experience:

3 years

c) **Skill Specifications:**

- Analytical skills
- Communication skills
- Computer Skills

d) **Other Attributes (Personality Traits)**

- Integrity
- Eloquent
- Persuasive
- Decisive
- Tactful

JOB TITLE : **Legal Counsel – Compliance**
JOB GRADE : **ZH4**
DIRECTORATE : **Legal**
STATION : **Lusaka**

JOB PURPOSE

To provide legal services to the Company in matters of compliance.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Reviews	<ul style="list-style-type: none">• Reviews and monitor changes in legislation.• Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.• Responds to alleged violations of rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative procedures.
Monitoring	<ul style="list-style-type: none">• Monitors, and as necessary, coordinates compliance activities of other Directorates to remain abreast of the status of all compliance activities and to identify trends.• Collaborates with other Directorates to direct compliance issues to appropriate existing channels for investigation and resolution.• Monitors compliance of subsidiary companies.
Advisory	<ul style="list-style-type: none">• Offers expert advice on compliance matters• Provides regular reports to keep the Company informed of the operation and progress of compliance efforts.• Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.• Participates in the drafting of all Company procedures and policies as may be amended from time to time

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Bachelor's Degree(LLB)
- Diploma in Legislative Drafting
- Advocate of the High Court of Zambia(Minimum 3 years at the Bar)
- Member of the Law Association of Zambia.

b) Minimum Relevant Pre-Job Experience:

3 years

c) Skill Specifications:

- Analytical skills
- Communication skills
- Research skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
- Objective
- Organised

JOB TITLE	:	Conveyancing Officer
JOB GRADE	:	ZH4
DIRECTORATE	:	Legal
STATION	:	Kitwe

JOB PURPOSE

To provide legal services to the Company in conveyancing.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Survey	<ul style="list-style-type: none">• Motivates the survey of properties• Mobilises surveyors• Liaises with Surveyor General on mapping and preparation of surveys.
Verification & Inspection	<ul style="list-style-type: none">• Conducts properties verification• Conducts purchasers' verifications.• Conducts inspection of conveyancing files in the conduct of external legal firms.
Assignments & Certificates of Title	<ul style="list-style-type: none">• Drafts Assignments.• Facilitates execution of Assignments by the purchasers and the Company.• Reviews all Assignments before execution by the Company.• Ensures Assignments are lodged at the Lands and Deeds Registry.• Uplifts Certificates of Title from the Lands and Deeds Registry.• Attends to all queries from purchasers regarding the issuance of Certificates of Title

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Bachelor's Degree(LLB) Degree or Bachelor of Science (Bsc)Real Estate
- Member of the Law Association of Zambia or Member of the Surveyors Institute of Zambia

b) Minimum Relevant Pre-Job Experience:

3 years

c) Skill Specifications:

- Analytical skills
- Research skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
- Organised
- Diligent

JOB TITLE : **Conveyancing Assistant- Matching & Verification (X2)**

JOB GRADE : **ZH5**

DIRECTORATE : **Legal**

STATION : **Kitwe**

JOB PURPOSE

To provide legal services to the Company in the area of conveyancing, with particular focus on matching and verification.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Verification & Inspection	<ul style="list-style-type: none">• Conducts door to door verification on the status of ownership of houses sold pursuant to the privatisation of ZCCM Ltd.• Conducts desktop purchasers' verifications.• Delivers Call Outs to purchasers for purposes of the purchasers attending to the execution of Assignments.
Matching	<ul style="list-style-type: none">• Secures the relevant Maps relating to the properties sold pursuant to privatisation.• Matches the survey diagrams provided by surveyors with the Maps to ensure that the diagram is for the correct property.

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Diploma in law or Real Estate
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b) Minimum Relevant Pre-Job Experience:

2 years

c) Skill Specifications:

- Analytical skills
- Research skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
- Organised
- Diligent

JOB TITLE	:	Conveyancing Assistant- Assignments (X2)
JOB GRADE	:	ZH5
DIRECTORATE	:	Legal
STATION	:	Kitwe

JOB PURPOSE

To provide legal services to the Company in the area of conveyancing, with particular focus on preparation of Assignments.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Assignments	<ul style="list-style-type: none">• Issues Call Outs to purchasers for purposes of causing the same to attend on the Company to execute Assignment.• Prepares Assignments upon being attended on by the purchasers.• Ensures that the relevant documentation is provided by Purchasers• Ensures that Property Transfer Tax is paid on all Third Party Transactions.• Facilitates execution of Assignment by the purchasers.
Certificates of Title	<ul style="list-style-type: none">• Reviews Certificates of Title to ensure accuracy in content.• Issues Certificates of Titles to purchasers.

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Diploma in law or Real Estate

b) Minimum Relevant Pre-Job Experience:

2 years

c) Skill Specifications:

- Analytical skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
 - Organised
 - Diligent
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ZCCM-IH PLC
JOB DESCRIPTION

IDENTIFICATION SECTION

JOB TITLE : **Office Manager**
JOB GRADE : **ZH 5**
DIRECTORATE : **Legal**
LOCATION : **Kitwe**

JOB PURPOSE

To provide administrative and secretarial services support to the

KEY ROLE OBJECTIVES/TARGETS

S/N	KEY ROLE OBJECTIVE	PERFORMANCE INDICATOR
1.	Hospitality	Receives visitors and attends to all protocol arrangements to project a good image of the organization.
2.	Correspondence	Drafts and types correspondence and documents, ensuring accuracy, correct spelling, good layout, correct format and neatness, and dispatching same by post, fax and e-mail.
3.	Record Keeping	Files documents as per agreed systems and procedures to facilitate good record keeping.
4.	Travel Arrangements	Makes travel and accommodation arrangements with airlines/travel agents and hotels/ lodges, and other arrangements for members of staff on business trips.
5	Manage diary	Maintains the diary for planning and scheduling of appointments and meetings in consultation with the superior to avoid clash of programmes and offering appropriate support services.
6	Timely production of neat and accurate documents	Drafts and types various correspondence, reports, returns and other documents as instructed, ensuring accuracy, correct spelling, good layout, correct format and neatness. Liaises with Print man/Office Assistant for document reproduction.
7	Good record keeping	Receives mail from the Office Assistant and processes it for the attention of the respective office or officer. Dispatches mail through the Office Assistant or Driver making use of approved courier in case of urgent mail as necessary. Maintains record of incoming and outgoing mail as required.
8	Good resource management	Draws stationery and other office supplies from stores for use in the office/area of work. Draws, administers and account for /retires as required petty cash for use by the department.

		Maintains computer, printer and other office equipment and furniture under charge clean at all times and liaises with the I.T Officer for servicing and repair of office equipment to maintain them in good serviceable condition.
9	Budget Controls	Ensures necessary budget lines are captured in the preparation of Purchase Requisitions and payments. Liaises with Accounts Department as necessary. Utilisation of e-payment system as necessary. Manage Petty Cash, prepare Purchase Requisitions Forms for all purchases, receive invoices and prepare Control Sheets for payment processing.
10	General Office Administration	Play General Administration roles as required by the Directorate.

CORE COMPETENCES

- Analytical Skills
- integrity
- Time Management
- Teamwork
- Personal Development

REPORTING RELATIONSHIPS

a) Reports to:

Deputy General Counsel

b) Number and level of immediate subordinates:

N/A

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualifications

Grade 12

Diploma in Secretarial Studies

b) Minimum Relevant Pre-Job experience

2 Year experience
