



KAFUBU WATER AND SANITATION COMPANY LIMITED

EMPLOYMENT OPPORTUNITIES

Kafubu Water and Sanitation Company Limited is a Water Utility Company on the Copperbelt Province, providing quality water and sanitation services to its customers in Ndola, Luanshya, Masaiti and Mpongwe. In its continued strides to sustain and improve service delivery to its esteemed customers, the Company seeks to employ highly motivated and goal-oriented individuals in the position of:

1. Director Human Resource & Administration – 3 Years Contract

Location: Ndola

Department: Human Resource & Administration

Reporting to: Managing Director

Overall purpose of the job

To manage human resource functions and the provision of administrative and logistical support services in order to enhance individual and Company performance and achieve set objectives.

Key responsibilities among others include:

- Manages effectively the development, implementation and review of Human Resource policies and conditions of service in order to provide standard guidelines and procedures in line with Labour Laws.
- Coordinates effectively the talent acquisition process in order to ensure placement of suitable candidates and achieve Company objectives.
- Manages effectively industrial relations in order to ensure industrial harmony and compliance with Labour Laws.
- Coordinates effectively the disciplinary process in order to comply with the provisions of the Disciplinary and Grievances Procedures and ensure consistency and fairness.
- Manages efficiently the provision of administrative and logistical support services in order to facilitate smooth operations of the Company.
- Manages timely preparation of payroll inputs in order to meet contractual and statutory obligations.
- Manages effectively the development and implementation of employee Health and Wellness programmes in order to enhance staff wellbeing and morale.
- Coordinates effectively the development and implementation of change management programmes and initiatives in order to ensure employees adapt to changes in the working environment.
- Coordinates timely implementation of performance management system in order to monitor and evaluate performance and ensure attainment of Company objectives.

Qualifications and experience

- Full form V/Grade 12 Certificate

- Degree in Human Resource Management or equivalent
- Full member of the Zambia Institute of Human Resource Management
- 10 years with 5 years at Management Level

Interested, suitably qualified and experienced candidates are encouraged to send their applications together with detailed curriculum vitae, certified copies of educational and professional certificates to the undersigned.

The Managing Director
Kafubu Water and Sanitation Company Limited
Depot Road
P.O. Box 71278
NDOLA

Or email to: careers@kafubu.co.zm

Kafubu Water & Sanitation Company Limited is an equal opportunity employer. Females with the required qualifications are encouraged to apply.

Closing date: **Friday, 10th April, 2026.**

NB: Only shortlisted candidates shall be acknowledged.

2. OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT OFFICER (02) Permanent & Pensionable

Location: Ndola

Department: Administration

Reporting to: Manager - SHEQ

Overall purpose of the job

To undertake the implementation of safety, health, environment programmes in order to meet set quality standards and ensure the working conditions of the company are favorable and safe.

Key responsibilities among others include:

- Undertakes effectively the development and implementation of policies, Standard Operating Procedures and Manuals in order to guide the operations of the Section.
- Undertakes effectively legal compliance to drinking water, Occupational Health, Safety and Environmental regulations in order to adhere to the applicable laws.
- Undertakes effectively legal compliance to drinking water, Occupational Health, Safety and Environmental regulations in order to adhere to the applicable laws.
- Undertake effectively the monitoring of hazardous material in order to ensure safe disposal into the environment.

- Undertake effectively the adherence to safety, health and environment related International Organisation for Standard (ISO) in order to protect the customers and maintain the environment.
- Undertakes effectively the preparation of operational reports and makes recommendations and/or changes to working practices in order to increase safety and compliance with legislation.
- Undertakes effectively the identification of risks and hazards and investigations of any accidents and “near misses” in order to prevent future reoccurrence.

Qualifications and experience

- Form V/Grade 12 School Certificate
- Degree in Occupational Safety and Health Environment, Public Health, Environmental Health or equivalent.
- 4 years’ work experience
- Valid Driver’s license will be an added advantage

3. GIS AND CAD TECHNICIAN (01) Permanent & Pensionable

Location: Ndola

Department: Planning & Development

Reporting to: Planning and Asset Management Engineer

Overall purpose of the job

To undertake the maintenance of geo-database and hydraulic modelling in order to support operations and decision making.

Key responsibilities among others include:

- Collects accurately plot field coordinates in order to produce maps and drawings
- Undertakes regularly maintenance of the company GIS database in order to facilitate geographical location of company assets and commercial data.
- Undertakes timely provision of information on engineering plans and designs works in order to facilitate implementation of infrastructure development projects.
- Prepares timely survey reports in order to facilitate decision making.
- Maintains effectively company survey equipment in order to ensure their security and optimal working conditions.

Qualifications and experience

- Form V/Grade 12 School Certificate
- Diploma in Civil engineering, Geo-matics, Survey or equivalent
- 2 years’ experience
- Fully paid-up EIZ member

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