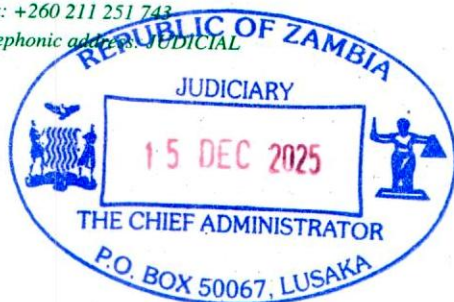


All communications should be addressed to
The Chief Administrator, to the Judiciary
and not to any individual by name
Telephone: +260 211 252 016
Fax: +260 211 251 743
Telephonic address: JUDICIAL



REPUBLIC OF ZAMBIA
THE JUDICIARY

In reply please quote:

No.:.....

CENTRAL ADMINISTRATION
PLOT No. 438 INDEPENDENCE AVENUE
P. O. BOX 50067
LUSAKA, ZAMBIA

Monday 15th December, 2025

EXTERNAL JOB ADVERTISEMENT

The Judiciary is an independent arm of Government established under Part VIII of the Constitution (Amendment) No. 2 of 2016. Its mission is "To administer justice to all in an independent, impartial, competent and timely manner". In order to improve service delivery, the Judiciary is inviting applications from suitably qualified and experienced candidates to be considered for the following positions:

- 1. Chief Security Officer (JSS 10) X 1 (Annual Basic Salary K141,450.72) to be based at headquarters in Lusaka.**

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Deputy Director - Administration and will be responsible for the following;

- i. Initiates periodically formulation and review of security policies in order to ensure standardized security services and guide operations;
- ii. Manages the administration of security operations in order to safeguard institution property and lives;
- iii. Undertakes effectively the communication of security needs and the performance of Police Officers deployed to the Judiciary in order to ensure harmonious operations with the Police;
- iv. Supervises effectively the implementation of security measures and procedures to secure vital installations in order to prevent unauthorised access;
- v. Supervises and undertakes timely the preparation and submission of security reports and requirements in order to facilitate decision making;
- vi. Supervises timely the development of security awareness programs in order to enhance security of staff and property;
- vii. Supervises and undertakes the investigation of all cases of theft and breaches of security in order to establish the facts and recommend appropriate action; and

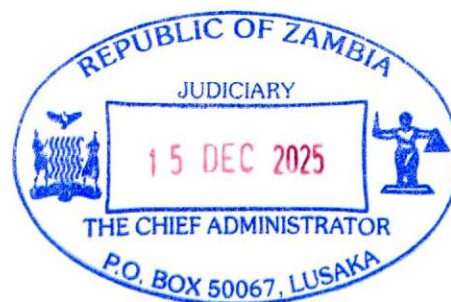
- viii. Supervises timely development of individual and sectional work plans in order to monitor and evaluate performance.

MINIMUM VOCATIONAL/PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate with five (5) Credits or better including English.
- Bachelor's degree in Criminology/Criminal Psychology/Sociology or equivalent
- Police/Military Training
- 3 years relevant work experience

SKILLS AND ATTRIBUTES

- Ability to write a comprehensive report
- Ability to communicate effectively in English
- Computer literate
- interpersonal skills
- Integrity and confidentiality
- Tact and diplomacy
- Initiative
- Physically fit
- Sober character



- 2. Procurement and Supplies Officer (JSS 09) X 5 (Annual Basic Salary K111,419. 52) to be based at Headquarters in Lusaka (3), Mongu (1), Chinsali (1).**

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Senior Procurement and Supplies Officer and will be responsible for the following;

- i. Undertakes effectively the development and implementation of the procurement plan in order to guide the procurement process and facilitate decision making;
- ii. Undertakes efficiently the provision of secretarial services to the Judiciary procurement committee in order to facilitate smooth conduct of meetings;
- iii. Undertakes timely and accurately the preparation of bidding documents to ensure transparency in tendering, procedures and facilitate compliance with laid down procedures;
- iv. Undertakes timely procurement of goods, services and works in order to meet end user requirements; and
- v. Supervises subordinate staff in order to ensure attainment of the section's objectives.

MINIMUM VOCATIONAL/PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate with five (5) Credits or better including English.
- Bachelor's Degree in Purchasing and Supply or Equivalent.

- Member of the Zambia Institute of Purchasing and Supply.

SKILLS AND ATTRIBUTES

- Ability to write a comprehensive report
- Ability to communicate effectively in English
- Computer literate
- interpersonal skills
- Integrity and confidentiality
- Good Interpersonal skills
- Excellent Communication Skills

3. Senior Stores Officer (JSS 09) X 1 (Annual Basic Salary K111,419.52) to be based at Headquarters in Lusaka.

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Principal Accountant and will be responsible for the following;

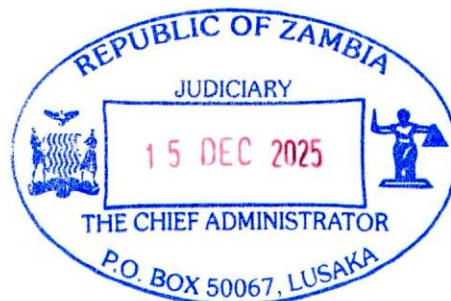
- Supervises and undertakes accurately the Receipt, verification and recording of delivered goods in order to facilitate accountability and storage;
- Supervises and undertakes timely storage of goods in order to safe guard them;
- Supervises and undertakes effectively the retrieval and issuance of stored goods in order to make them available to end users;
- Supervises and undertakes effectively the Maintenance of an up-to-date Stock record in order to facilitate decision making; and
- Supervises and undertakes regularly identification of obsolete, redundant, scrap and surplus goods in order to facilitate their disposal.

MINIMUM VOCATIONAL/PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate with five (5) Credits or better including English.
- Bachelor's Degree in Purchasing and Supply.
- Member of the Zambia Institute of Purchasing and Supply.
- 2 years relevant work experience

SKILLS AND ATTRIBUTES

- Ability to write a comprehensive report
- Ability to communicate effectively in English
- Computer literate
- interpersonal skills
- Integrity and confidentiality
- Good Interpersonal skills
- Computer literate
- Trustworthy



- Confidentiality
- Diplomacy
- Initiative

4. Procurement and Supplies Assistant (JSS 08) X 1 (Annual Basic Salary K85,783.30) to be based at Headquarters in Lusaka.

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Procurement and Supplies Officer and will be responsible for the following;

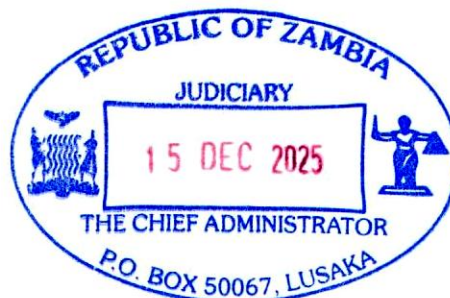
- Undertakes efficiently the preparation of minutes for the meetings of the Judiciary procurement committee in order to facilitate recording of proceedings;
- Undertakes timely and accurately provision of clerical services in order to facilitate the preparation of bidding documents;
- Undertakes timely collection of quotations in order to facilitate decision making; and
- Undertakes effectively the maintenance of an up to date suppliers register in order to facilitate the identification of appropriate suppliers.

MINIMUM VOCATIONAL/PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate with five (5) Credits or better including English.
- Certificate in Purchasing and Supply or equivalent.
- Member of the Zambia Institute of Purchasing and Supply.

SKILLS AND ATTRIBUTES

- Ability to write reports
- Ability to communicate in English
- Computer literate
- Confidentiality
- Initiative
- Integrity
- Negotiation skills
- Diplomacy
- Interpersonal



5. System Support Officer (JSS 08) x 1 (ANNUAL BASIC SALARY OF K85,783.30) to be based Headquarters in Lusaka.

JOB RESPONSIBILITIES

The successful candidates will be required to report to the System Administrator and will be responsible for the following;

- i. Undertakes effectively the installation, configuration, upgrading and maintenance of systems, software and applications in order to minimize system downtime and increase availability of online resources;
- ii. Undertakes effectively enforcement of procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse in order to safeguard electronic resources on the network;
- iii. Undertakes timely preparation of reference material in order to provide reference; and
- iv. Undertakes effectively the administration of database systems and documentation in order to ensure highest levels of data security, integrity, and availability.

MINIMUM VACATIONAL/PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate with (5) Credits or better including English.
- Diploma in Computer Science or equivalent
- Member of the Information and Communication Technology Association of Zambia.
- 2 years relevant work experience.

SKILLS AND ATTRIBUTES

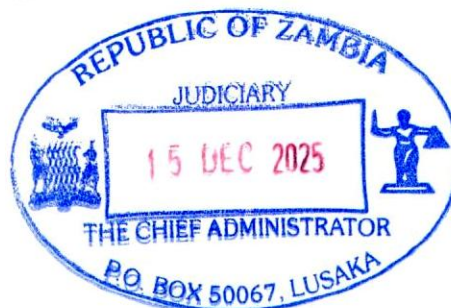
- Ability to write technical and analytical reports
- Ability to communicate effectively in English
- Working knowledge of SQL-Server, Microsoft Server 200X, Exchange Server
- Data base management systems – MySQL
- Confidentiality
- Inter-personal Skills
- Integrity
- Initiative
- Conflict Management Skills

6. Network Support Officer (JSS 08) x 1 (ANNUAL BASIC SALARY OF K85,783.30) to be based at Headquarters in Lusaka.

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Network Administrator and will be responsible for the following;

- i. Undertakes timely the installation of computer networks in order to ensure effective computer operations;
- ii. Undertakes timely the routine maintenance operations on networks and applications servers in order to ensure smooth operations;
- iii. Undertakes timely the checking of violations of the Acceptable Use Policy in order to maintain a safe network zone in line with ICT policy guidelines;
- iv. Undertakes timely the deployment of methodologies for testing network performance in order to provide performance statistics and reports;



- v. Undertakes effectively troubleshooting of malfunctioning network hardware and/or software within the organization's networks in order to resolve operational issues and restore services; and
- vi. Undertakes timely preparation of reference material in order to provide reference

MINIMUM VACATIONAL/PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate with (5) Credits or better including English.
- Diploma in Computer Science, Information Technology or equivalent
- Member of the Information and Communication Technology Association of Zambia.
- 2 years relevant work experience.

SKILLS AND ATTRIBUTES

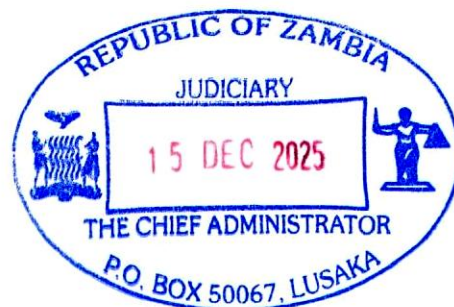
- Ability to write reports
- Ability to communicate effectively in English
- Understanding of TCP/IP, DHCP, DNS, IIS, HTTP, FTP, SMTP, POP3, IMAP protocols
- Practical experience with LANs and WANs networks
- Confidentiality
- Integrity
- Initiative

7. **Photographer (JSS 07) x 1 (ANNUAL BASIC SALARY OF K79,415.69) to be based at Headquarters in Lusaka.**

JOB RESPONSIBILITIES

The successful candidate will be required to report to the Communications Specialist and will be responsible for the following;

- Undertakes effectively management and maintenance of the Institution's photography equipment in order to ensure their proper functioning;
- Undertakes effectively the setting, determination of the technical requirements for a photo/video shoot and capture a range of high-quality images/videos in order facilitate preparation of media products;
- Undertakes effectively editing and processing photographs and videos in order to facilitate production of media materials and preserve institutional memory;
- Undertakes effectively provision of photography and video services at official functions in order to document the Institution's activities; and
- Undertakes effectively the archiving and maintenance of a database of photographic and video images for the institution in order to facilitate future reference.



MINIMUM VACATIONAL/PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate with (5) Credits or better including English.
- Diploma in Photography and Videography or equivalent
- 2 years related work experience

SKILLS AND ATTRIBUTES

- Ability to write in English
- Ability to communicate effectively in of English
- In-depth knowledge of photography software
- Computer literacy
- Interpersonal
- Attention to detail
- Creativity
- Multi-tasking
- Confidentiality

8. **Plumber (JSS 04) x 1 (ANNUAL BASIC SALARY OF K65,310.48) to be based at Headquarters in Lusaka.**

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Executive Officer and will be responsible for the following;

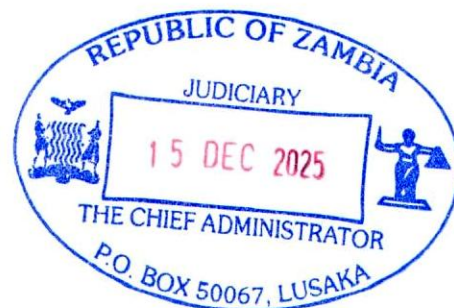
- Undertakes effectively the installation of plumbing fixtures in order to facilitate refurbishment of buildings;
- Undertakes regularly, routine maintenance of plumbing works in order to prolong their life span; and
- Undertakes timely repair of plumbing works in order to maintain their working order.

MINIMUM VOCATIONAL/PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate.
- Crafts Certificate in plumbing.

SKILLS AND ATTRIBUTES

- Ability to communicate effectively in English
- interpersonal skills
- Good Interpersonal skills
- Honesty
- Initiative



All qualifications for all positions advertised must be verified by the Zambia Qualifications Authority (ZAQA)

Interested Candidates who meet the above requirements for each position, are Zambian Nationals with a Green Registration Card and aged between 18 and 45 years (age limit not applicable to in – Service applicants) are encouraged to submit their application documents (cover letter, academic or professional qualifications, curriculum vitae, copy of National Registration Card and ZAQA certificate of verification and evaluation of qualifications) to the address below.

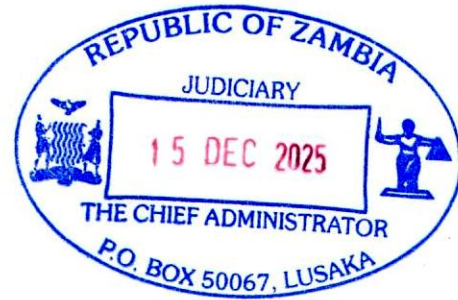
The Chief Administrator

For the attention of: The Director - HRA

Central Administration

P.O Box 50067

Lusaka.



- The deadline for receiving applications is 30th January, 2026 at 17:00 hours.
- Kindly note that submission in electronic format will **NOT** be considered.
- Note that only shortlisted candidates will be communicated to.