



## **LUSAKA INTEGRATED SOLID WASTE MANAGEMENT COMPANY**

### **JOB ADVERT**

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#### **THE ORGANIZATION**

The Lusaka Integrated Solid Waste Management Company (LISWMC) was established following the enactment of the Solid Waste Regulation and Management Act No. 20 of 2018 as an autonomous Solid Waste Management Utility in order to provide effective solid waste management services in the city of Lusaka and has taken over solid waste management functions from Lusaka City Council.

In its quest to provide solid waste management services to Lusaka City, LISWMC is looking for suitably qualified, creative and self-driven individuals to join the Company on the under listed positions to be based in Lusaka.

#### **1. JOB TITLE: Administrative Officer (01 Position)**

**JOB PURPOSE:** To provide technical support in administration functions in order to ensure efficient and effective operations of the Company.

**REPORTS TO:** Manager Human Resource and Administration

#### **MAIN DUTIES AND ACCOUNTABILITIES (WITHOUT LIMITATION)**

- Implements effectively the allocation of office space and office furniture in order to ensure employees have work stations.
- Provides support with the formulation of transport schedules for pool vehicles and trucks, scheduling of service and repair of vehicles, and vehicle licenses.
- Ensures timely and efficient supply of stationery and office consumables in order to enhance smooth operations.
- Undertakes timely provision of secretarial services in order to ensure smooth operations in the Company.
- Undertakes travel assistance to staff members for travel arrangements and entitlements based on Company policies.

- Undertakes timely monitoring of office and meeting calendars, providing all logistics and accurately taking minutes.
- Develops office filing system, organize and store paperwork, documents and computer-based information.

## **REQUIREMENTS**

- Full Grade 12 School certificate or equivalent.
- Bachelor's Degree in Business Administration, Public Administration or equivalent.
- Member of a relevant professional body.
- At least 2 years relevant experience.
- Able to write comprehensive professional reports.
- Able to communicate effectively in English.

### **2. JOB TITLE: Driver (01 Position)**

**JOB PURPOSE:** To safely and efficiently undertake the transportation of staff to designated places.

## **REPORTS TO: Administrative Officer**

### **Main Duties and Accountabilities (Without Limitation)**

- Undertakes regularly and effectively the transportation of company authorized staff, visitors and consultants to various assigned destinations.
- Prepares timely, accident reports in order to facilitate decision making and reports in good time to the Administrative Officer.
- Completes timely, log books in order to enhance accountability of journeys.
- Undertakes regularly, basic vehicle inspection in order to ascertain its road worthiness and request the Administrative Officer to book for servicing.
- Undertakes effectively the delivery of mail to assigned destinations.
- Undertakes the regular cleaning of the motor vehicle to portray the good image of the Company.

## **REQUIREMENTS**

- ❖ Full Grade 12 School Certificate or equivalent.
- ❖ Valid Class C Driver's license.
- ❖ Basic motor vehicle mechanical knowledge will be an added advantage.
- ❖ At least 1 year relevant work experience.

**Other Skills/Attributes:**

- ❖ Able to communicate effectively in English.
- ❖ Interpersonal Skills.
- ❖ Integrity.
- ❖ Sound mind.
- ❖ Confidentiality.
- ❖ Tact and Diplomacy.

**APPLICATION GUIDELINES**

Eligible interested candidates meeting the required qualifications and experience are encouraged to apply by sending an application letter attaching current curriculum vitae with three (3) traceable referees and copies of professional & academic certificates to the undersigned on or before **9<sup>th</sup> October, 2025**. (Clearly indicate the position being applied for on the envelope).

**The Chief Executive Officer  
Lusaka Integrated Solid Waste Management Company  
Plot No. 2020, Church Road  
Former Ministry of Local Government Building  
LUSAKA.**

**LISWMC** is an equal opportunity employer. No discrimination based on race, tribe, sex, gender, differently abled or age is condoned during the recruitment process.

**NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**