



## **ZAMBIA INTERNATIONAL TRADE FAIR TRUST**

The Zambia International Trade Fair Trust (ZITFT) is inviting applications from talented, energetic, enthusiastic and suitably qualified and experienced candidates for various positions for a period of three (3) years:

### **1.0 CHIEF EXECUTIVE OFFICER**

Reporting to the Board of Directors, the successful candidate will be responsible for providing overall strategic direction and managing all functions as well as the day to day operations of the Trust in order to ensure effective management and sustainability of the business.

### **1.1 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Develop and execute the Trust's business strategies in order to attain the goals of the Board and the Industrial Development Corporation Limited (IDC) being the Beneficiary;
- ❖ Provide strategic advice to the Board and Chairperson so that they have accurate view of the market and the future of the Trust;
- ❖ Direct and manage all Trust functions and operations in order to ensure effective management and sustainability of the Trust;
- ❖ Oversee the Trust's financial performance and innovate other business ventures;
- ❖ Spearhead the development of the Trust's Strategic Plans and provide strategic advice to the Board of Trustees;
- ❖ Provide vision and direction to garner the requisite synergies to maintain the Trust's competitiveness and sustainability;
- ❖ Implement, monitor, and ensure achievement of set goals and objectives through Performance Management Contracts;
- ❖ Coordinate departmental functions in order to ensure uniformity of actions, objectives and purposes;
- ❖ Plan and direct operations of the Trust, provide guidance and decisions on matters critical to the effective and efficient operations of the Trust;
- ❖ Monitor the performance of the Trust against set objectives and ensure that Heads of Department implement corrective action and management resolutions;

- ❖ Consolidate corporate plans, reports and ensure timely preparation of budgets, for timely submission of the same to the Board of Trustees for approval;
- ❖ Ensure timely submission of statutory, financial, Board, Trust and other relevant reports;
- ❖ Ensure that Board decision are implemented timeously;
- ❖ Ensure that a cohesive and competent Management Team exists in the Trust and are adequately trained to execute duties by applying sound management practices;
- ❖ Provide effective communication, conducive for effective undertaking of Trust operations;
- ❖ Formulation and implementation of financial and non-financial policies for Board approval and ensuring that they are cascaded to the rest of the members of staff;
- ❖ Ensuring that the quality of the show is improved through initiatives that conform to world class exhibitions;
- ❖ Development and implementation of an effective investment plan for the organization and identification of suitable investment vehicles for the excess funds of the Institution;
- ❖ Improvement of the institution's image through positive image building and liaison with diverse stakeholders;
- ❖ Improvement of the overall quality of exhibition and attracting business to business networks that support growth and business sustainability;
- ❖ Improving overall outlook of the Trade Fair grounds and ensuring that the infrastructure development plan is achieved within set time frames;
- ❖ Attend Board and Committee meetings as a member; and
- ❖ Undertake any other duties as assigned by the Board.

## **1.2 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Grade 12 School Certificate or its equivalent
- Bachelor's Degree in Business Administration, ACCA/CIMA, Event Management or other relevant field
- Master's Degree in Business Administration or Strategy will be an added advantage
- Ten (10) years post qualifying hands-on experience in a Senior Management role
- A demonstrated leadership skill at Chief Executive Officer level an added advantage
- Membership of relevant professional association

## **1.3 REQUIRED CORE COMPETENCIES, ATTRIBUTES AND SKILLS**

- Excellent organizational and leadership skills;
- Strict adherence to good Corporate Governance;
- Strategic Management (including developing strategic business plans);
- Leadership in building and sustaining a high performance organization;
- Developing and implementing operational systems and strategies;

- Stakeholder Management, Communications and Public Relations, Financial Management, Risk Management and Change Management;
- In depth understanding of the Event Management and its regulatory environment;
- Experience of working with people with diverse backgrounds will be advantageous;
- Thorough knowledge of market changes and forces that may influence the business;
- Strong understanding of corporate finance and measures of performance;
- Outstanding analytical and problem-solving abilities;
- High integrity and ethical attributes; and excellent communication, interpersonal and presentation skills.

## **2.0 INTERNAL AUDITOR**

Reporting to the Audit and Risk Committee functionally and to the Chief Executive Officer administratively

### **2.1 JOB PURPOSE**

To carry out internal audit tasks and be responsible for the overall ZITFT assurance strategy and policy relating to risk management, governance and ensure compliance with set internal procedures.

### **2.2 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Coordinate the development and implementation of internal audit strategy to support ZITFT strategy;
- ❖ Develop and review the Audit and Risk Committee Charter, Internal Audit and Risk Policy and any related frameworks;
- ❖ Preparing risk based audit strategies, annual audit work plans and budget;
- ❖ Develop, review and implement risk based audit programs and issue reports to maintain the quality audit work;
- ❖ Prepare and present audit and risk management reports to the Executive Committee in a timely manner and periodically to the Board through the Audit and Risk Committee;
- ❖ Ensure, track and monitor appropriate follow-up actions;
- ❖ Coordinate the recruitment of external Auditors to enhance the overall strategy;
- ❖ Liaising with external Auditors on internal control matters, access to information and audit reports;
- ❖ Undertaking ad hoc special audits and investigations whenever required;
- ❖ Develop, review and evaluate adequacy and effectiveness of Business Continuity Management Systems, Disaster Recovery Plan and Business Continuity Plan;
- ❖ Developing, reviewing and implementing integrity and anti-corruption strategies;
- ❖ Any other duties that may be assigned from time to time.

## **2.3 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ Full Grade Twelve (12) Certificate
- ❖ Degree in Accounting or equivalent (Full ACCA, ZICA, CIMA)
- ❖ Four (4) years post qualification relevant experience.
- ❖ Computer literacy and knowledge of accounting packages
- ❖ Member of the Institute of Internal Auditors.
- ❖ Member of the Zambia Institute Chartered Accountants

## **3.0 FINANCE MANAGER**

Reporting to the Chief Executive Officer

### **3.1 JOB PURPOSE**

Managing administrative, financial, and risk of operations of the Trust and timely reporting to Management and the Board on the financial performance of the Trust in order to provide accurate comprehensive and timely financial accounting information for effective planning and decision making.

### **3.2 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Managing the day to day financial operational requests and implementation of costs controls in order to improve profitability;
- ❖ Preparation of Financial Statements on monthly, quarterly and yearly basis in accordance with the International Accounting Standards;
- ❖ Ensure that the Financial Statements have supporting Balance Sheet accounts reconciliations and the accounting records are kept in accordance with international accounting standards;
- ❖ Preparation and submission of monthly and quarterly Management Accounts to the Executive Committee and Industrial Development Corporation (IDC);
- ❖ Timely Preparation of quarterly management reports to the Board;
- ❖ Accounting for revenue and expenditure as well as banking of revenue to ensure availability of resources and accountability;
- ❖ Ensure that proper arrangements are made for the safe keeping of company's moneys, receipt books, invoice books and cheque books and any other accountable documents;
- ❖ Timely Preparation and effective implementation of budgets to facilitate acquisition of financial resources;
- ❖ Supervise subordinates to ensure effectiveness of internal controls and deadlines are met;
- ❖ Ensure that appropriate finance systems are maintained and that all procedures and controls are implemented;
- ❖ Preparation of robust cash flow, monitor and ensure sufficient funds are always available;
- ❖ Provide any other financial information, as requested by the Chief Executive Officer, and respond to any other financial queries;

- ❖ Preparation and coordination of statutory and internal audits;
- ❖ Prepare monthly bank reconciliations;
- ❖ Preparation and timely submission of all tax and other Statutory returns;
- ❖ Preparation and processing the monthly payroll to facilitate payment of salaries;
- ❖ Maintain a Fixed Asset Register and updating it regularly for any additions and disposals as well as monthly depreciation charges and ensuring enough insurance cover on the fixed assets;
- ❖ Managing of the selling of tickets, and badges, and providing a report thereto;
- ❖ Provide Secretarial services to the Board and its Committees;
- ❖ Any other duties that may be assigned from time to time.

### **3.3 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ Full Grade Twelve (12) Certificate
- ❖ Full ACCA,ZICA, CIMA)
- ❖ Four (4) years post qualification relevant experience
- ❖ Computer literacy and knowledge of accounting packages
- ❖ Member of the Zambia Institute Chartered Accountants

### **4.0 MARKETING MANAGER**

Reporting to the Chief Executive Officer

#### **4.1 JOB PURPOSE**

To manage the Trust's marketing initiatives and direct marketing strategy and planning. Oversee the production of all promotional materials and marketing and marketing campaigns.

#### **4.2 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Establish marketing goals based on past performance and market forecast;
- ❖ Timely Preparation of the marketing budget to facilitate acquisition of marketing materials;
- ❖ Developing cost effective marketing plans for products and services and all media channels;
- ❖ Developing marketing strategies as needed in response to collected data and other feedback;
- ❖ Oversee current offerings and come up with initiatives for new products and services during off show period;
- ❖ Communicating with customers and other stakeholders;
- ❖ Meeting customers both at the office and through customer visitations to provide in-depth information to interested clients;
- ❖ Drafting letters to customers and similar correspondence to various stakeholders for the Chief Executive Officer;
- ❖ Developing and reviewing creative marketing promotional materials, website content and advertisement;

- ❖ Responding to customer requests and allocation of exhibition stands in consultation with the Chief Executive Officer;
- ❖ Developing business proposals and concepts for new business and marketing activities;
- ❖ Coming up with specialized documents such as Memoranda of Understanding and Concept Notes;
- ❖ Undertaking administrative duties such as initiating/facilitating procurement of marketing requisites;
- ❖ Liaising with Works department in planning maintenance of stands and exhibition halls;
- ❖ Preparation of detailed monthly and quarterly reports for Management and the Board;
- ❖ Any other duties that may be assigned from time to time.

#### **4.3 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ Full Grade Twelve (12) Certificate
- ❖ Degree in Marketing, Business Administration, Advertising, Commerce and/or related fields
- ❖ Three (3) years post professional experience
- ❖ Microsoft Office Literate – Excel, Outlook, Word, Zoom, Teams etc.
- ❖ Driving licence
- ❖ Membership of an appropriate professional institute

#### **5.0 PROPERTY & MAINTENANCE OFFICER**

Reporting to the Chief Executive Officer

##### **5.1 JOB PURPOSE**

To support the delivery of a high-quality facilities management service at the ZITFT site. The post holder will be responsible for carrying out building inspections and audits, coordinating day to day maintenance, programmed maintenance and works contract, whilst providing professional services in respect of all aspects of property and construction relating to the Trust's building assets.

##### **5.2 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Obtain from exhibitors/superior verbal and/or written job requests, some of which may be in form of sketches/drawings for repair and maintenance work. Analyse the extent, nature and degree of work and material required etc.;
- ❖ Assign work to appropriate tradesman;
- ❖ Provide material and personnel to work sites and provide the requisite technical guidance in the execution of same through physical checks to ensure conformity to engineering and safety standards;

- ❖ Ensure health and safety checks including fire alarm testing, flushing, emergency light testing, and site safety/security checks are carried out regularly at the ZITFT site, maintaining the safety and welfare of members of the public and staff;
- ❖ Carry out a preventative, planned maintenance program and undertake routine inspections of the premises, fixtures, fittings, utility meters, and grounds;
- ❖ Co-ordinate/carry out repairs, maintenance, improvement works and inspections to ensure the general upkeep and maintenance of the premises;
- ❖ Ensure keys, access cards and access codes/fobs are signed out and recovered according to procedures, to maintain security of buildings;
- ❖ Provide technical advice on repairs and maintenance;
- ❖ Carry out repair and maintenance work beyond the competence of subordinates as well as interpret technical drawings/sketches to ensure high standards of workmanship;
- ❖ Conduct periodical checks on status of stands in the Trade Fair grounds to ensure cleanliness/maintenance of stands, actions accordingly where these fall below expectation;
- ❖ Requisition for materials and tools required and obtain approval of the superior and procure from stores/suppliers to ensure readily availability of same;
- ❖ Ensure that traders in the Trade Fair grounds pay their electricity and water bills to avoid disruption of business through disconnection of power and water;
- ❖ Ensure timely preparations of the Trade Fairgrounds in readiness for the Fair, inspecting stands and ensure that major jobs are promptly carried out to avoid last minute rush;
  
- ❖ Coordinate and control the quality of work in the section ensuring that in all circumstances these accurately reflect Management objectives and intentions, with a view to enhancing the ZITFT reputation;
  
- ❖ Preparation and timely submission of monthly and quarterly reports highlighting work carried out, in progress, material used, etc. for Management and Board's information for decision making.
- ❖ Train, motivate and develop subordinates in line with the Trust Human Resource Policies in order to enable them acquire knowledge and skills required to meet the indicated accountabilities.
- ❖ Any other assignments given to the job holder from time to time.

### **5.3 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ Full Grade Twelve (12) Certificate
- ❖ Bachelor Degree in Real Estate and/or related discipline e.g. Mechanical, Electrical, Facilities
- ❖ Three (3) years post professional experience
- ❖ Knowledge and management of building construction and fabric maintenance

- ❖ Knowledge and management of mechanical and electrical services
- ❖ Knowledge and understanding of current legal and legislative responsibilities related to Safety and Health
- ❖ Knowledge and understanding of architectural drawings and specifications
- ❖ Microsoft Office Literate – Excel, Outlook, Word, Zoom, Teams etc.
- ❖ Valid Driving licence
- ❖ Membership of an appropriate professional institute

## **6.0 PROCUREMENT OFFICER**

Reporting to the Chief Executive Officer

### **6.1 JOB PURPOSE**

To efficiently and effectively plan, administer and control purchases of goods and services to support and sustain operations of the Trust promptly at the most economic costs.

### **6.2 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Preparation of a Procurement Plan and implement robust purchasing strategies in liaison with the end-users so as to obtain required goods and services from local and foreign suppliers economically, promptly and continually;
- ❖ Championing a strong culture of ethics and corporate compliance;
- ❖ Design documents, supervise the administration process of supply by regulating inputs, ordering and local and foreign purchase formalities;
- ❖ Survey supply markets, enquire and qualify suppliers on basis of price competitiveness, quality and delivery performance, negotiate, re-negotiate or terminate orders or contracts as may be recommended when changes occur to warrant such action;
- ❖ Prepare bid documents, participate in the Tender Committee by inviting tenders, circulating tenders, guidelines, procedures and regulations to members, take and prepare Minutes and submit according to the Public Procurement Act requirements;
- ❖ Check and sign orders/contract of purchases to ensure pertinent terms and conditions are clearly stated, documented to protect the Trust from unnecessary or unauthorized commitments at all times;
- ❖ Provide procurement and stores information and/or participate in the management planning by attending or reporting – monthly, quarterly reports and any other reports as may be assigned by the supervisor as management planning input for information or further action;
- ❖ Liaise with supervisor and end users on matters of purchases outside standard procedures and/or specification, seeking further guidance or to suggest alternative product/services and market sources;
- ❖ Build, motivate and retain a strong Purchasing team;
- ❖ Serves as Secretary to the Procurement Committee;
- ❖ Any other duties that may be assigned from time to time.



### **6.3 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ Grade 12 School Certificate
- ❖ University Degree in any relevant discipline
- ❖ Full Chartered Institute of Purchasing and Supply (CIPS) qualification or its equivalent
- ❖ Six (6) years post qualification relevant experience
- ❖ Member of the Zambia Institute Purchasing and Supply (ZIPS)
- ❖ A deep understanding of the Zambian Public Procurement rules and procedures will be a distinct advantage
- ❖ Microsoft Office Literate – Excel, Outlook, Word, Zoom, Teams etc
- ❖ Valid Driving licence

### **7.0 HUMAN RESOURCE AND ADMINISTRATION OFFICER**

Reporting to the Chief Executive Officer

#### **7.1 JOB PURPOSE**

- ❖ To implement and administer conditions of service for the Trust in order to motivate staff and maintain sound industrial relations.

#### **7.2 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Coordinate the Trust Human Resource development plans by assisting heads of departments to establish a number of posts, required skills and cost of development programmes for Human Resource;
- ❖ Develop, implement and monitor the Human Resource department budget;
- ❖ Serves as a Secretary for Management team during collective agreements negotiations with the union;
- ❖ Developing and review Human Resource Policies and procedures;
- ❖ Administer Conditions of Service, Trust rules and regulations to all employees to ensure uniformity and compliance with labour laws and consistency of application;
- ❖ Manage staff welfare activities;
- ❖ Advise Management and staff on proper handling of grievances, disciplinary and industrial labour cases to promote a conducive and productive work environment in the Trust;
- ❖ Prepare statutory labour returns for submission to the Chief Executive Officer and Labour office;
- ❖ Maintenance of staff records and monitor movement of files;
- ❖ Updating employee labour register on a daily basis;
- ❖ Preparation of terminal benefits and vacation leave travel;
- ❖ Processing of forms on vacation, study, compassionate, local leave etc;
- ❖ Maintain comprehensive filing system and file all correspondences on both confidential and open files;
- ❖ Monitoring security Duty Rota;

- ❖ Ensure availability of operations vehicle and coordinate the use vehicle by all departments;
- ❖ Any other duties that may be assigned from time to time.

### **7.3 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ Full Grade Twelve (12) Certificate
- ❖ Diploma in Human Resource Management or Social Science
- ❖ Minimum Relevant Experience three (3) years
- ❖ Must be fully paid up member of Zambia Institute of Human Resource Management
- ❖ Must have knowledge of developing and reviewing Human Resource Policies and procedures.
- ❖ Must have excellent communication skills to work within a cross cultural setting
- ❖ Knowledge of the Zambian Labour laws will be a distinct advantage
- ❖ Microsoft Office Literate – Excel, Outlook, Word, Zoom, Teams etc
- ❖ Driving licence

### **8.0 PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER**

Reporting to the Chief Executive Officer

#### **8.1 JOB PURPOSE**

To provide comprehensive support to the Chief Executive Officer and Executive Team and managing the organization's office operations in order to effectively relieve the Chief Executive Officer of routine tasks.

#### **8.2 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Provide calendar management for Chief Executive Officer;
- ❖ Act as a liaison and provide support to the Board of Trustees. Arrange and handle all logistics for Board meetings and events;
- ❖ Complete a broad variety of administrative tasks that facilitate the Chief Executive Officer's ability to effectively lead the organization;
- ❖ Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Chief Executive Officer including those of a highly confidential or critical nature;
- ❖ Work closely with the Chief Executive Officer to keep him well informed of upcoming commitments and responsibilities, following up appropriately; Act as a "barometer," having a sense for the issues taking place in the environment and keeping the Chief Executive Officer updated. Anticipate Chief Executive Officer's needs in advance of meetings, conferences, etc;
- ❖ Maintain open communications with the Executive team and staff;
- ❖ Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed;

- ❖ Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the Chief Executive Officer and staff;
- ❖ Work with the Executive Team to coordinate the Chief Executive Officer's outreach activities. Follow up on contacts made by the Chief Executive Officer to cultivate ongoing relationships;
- ❖ Manage all aspects of organization's office services;
- ❖ Replenish office materials such as snacks, printer supplies, paper, office supplies, etc;
- ❖ Provide hospitality to all guests and help to create a welcoming environment;
- ❖ Answer main phone lines and respond to inquiries;
- ❖ Invest in building long-lasting relationships both externally and internally;
- ❖ Manage petty cash reimbursements and reconciliation;
- ❖ Distribution of complimentary badges during the Trade Fair;
- ❖ Any other duties that may be assigned from time to time.

### **8.3 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ Full Grade Twelve (12) Certificate
- ❖ Diploma in Secretarial and Office Management/Psychosocial Counseling Certificate
- ❖ Typing speed 60 w.p.m/Shorthand – 120 w.p.m
- ❖ Good skills in Microsoft Office and Excel software
- ❖ High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders
- ❖ Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- ❖ Able to maintain a high level of integrity and discretion in handling confidential information
- ❖ Excellent judgment is essential

### **9.0 OFFICE ASSISTANT**

Reporting to the Personal Assistant to the Chief Executive Officer

#### **9.1 JOB PURPOSE**

To clean offices and deliver mail.

#### **9.2 MAIN DUTIES AND ACCOUNTABILITIES OF THE JOB HOLDER**

- ❖ Ensuring that documents are delivered to intended officers in time;
- ❖ Collect and deliver mail and photocopying of documents;
- ❖ Clean offices, dust windows, tables, chairs, toilets and other office equipment;
- ❖ Preparing beverages for all members of staff;
- ❖ Assisting with Scanning and printing of documents;
- ❖ Performing general office clerical duties and errands;
- ❖ Any other duties that may be assigned from time to time.

### **9.3 MINIMUM QUALIFICATIONS AND EXPERIENCE**

- ❖ Grade Twelve (12) Certificate
- ❖ Added advantage Certificate in Office Management
- ❖ Minimum Relevant Experience one year (1)
- ❖ Ability to write clearly
- ❖ Warm personality with good communication skills

Interested candidates may submit their application letters, copies of relevant academic and professional certificates and Curriculum Vitae indicating contact telephone or mobile numbers, names and contact addresses of three traceable referees and copies of other credentials to the postal or email addresses below:

**The Chairperson  
Zambia International Trade Fair Trust  
Plot No. 2735, Liberia Road  
P O BOX 71058  
NDOLA**

**Email:** [info@zitf.org.zm](mailto:info@zitf.org.zm)

**CLOSING DATE:** Closing date for **receiving** applications is **10<sup>th</sup> June, 2022.**