



# RECRUITMENT MAC

## JOB LISTING 4<sup>th</sup> August – 11<sup>th</sup> August

### Banking

**General Manager** to be considered for this position you must have 5-8 years experience in general banking (corporate and retail) experience or 5 years consulting experience at a senior management level in a service industry. You should possess Planning and analysis skills, Credit management experience, must be a Degree holder, you should have Strong business acumen, Leadership and people management skills and Management experience. Ref W698 Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**Vehicle Asset and Finance Manager** Our client, a dynamic, long-established, is looking for energetic, committed, results-oriented individuals who have the drive for success in Vehicle Asset and Finance Management. You must have 5 years banking experience with experience in relationship management, credit management and people management. Knowledge of the system, processing activities and sound understanding of the general banking industry is required. You must also be a degree or diploma holder. Ref W699. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**Vehicle Asset and Finance Administrator** Our client, a dynamic, long-established, is looking for energetic, committed, results-oriented individuals who have the drive for success in Vehicle Asset and Finance Management. You must have a minimum of 2 years back-office banking experience with experience in providing collateral and administrative support and acting as an intra-departmental interface. You must also be a diploma holder. Ref W700. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**Branch Manager** Our client, a dynamic, long-established, is looking for energetic, committed, results-oriented self-starters who have the drive for success and development in branch management. You must have 5 years general banking experience and credit management experience with a customer focus and sales orientation. You must also be a degree or diploma holder. Ref W701. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**IT Manager** Our client, a commercial bank committed to improving access to financial services within Africa, is looking for an IT Manager. Reporting to the General Manager, you will have overall operational responsibility for the server, workplace and network infrastructure of the entire bank including its branches. You will have at least 5 years professional experience in an operational IT role, possess a degree in IT/business information technology or comparable qualification and have experience in IT strategy and project management. Ref W675. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**Accountant** our client, a commercial bank committed to improving access to financial services within Africa, is looking for an Accountant. Reporting to the CEO, you will be responsible for all long-range financial matters and establishing Bank-wide financial and accounting objectives, policies, procedures, and practices that ensure that the Bank's financial structure continuously remains sound at all times. Your duties will include financial reporting both internally and in compliance with external bodies, ensuring that routine financial procedures are implemented effectively and to the required standard and maintaining current knowledge of organizational policies and procedures, and, current accounting standards. You must possess a University degree in Economics, Accounting, Finance or a related subject and have a minimum of 3 years' experience as an Accountant or External Auditor in the banking or micro-finance sector. Ref W674. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**HR Manager** Our client, a commercial bank committed to improving access to financial services within Africa, is looking for an Human Resource Manager. Reporting to the CEO, you will be responsible for establishing HR procedures, policies and best practice consistent with the bank's standards and Zambian employment law, supporting management and employees and anticipating, identifying and promptly addressing tasks and issues that arise in your area of responsibility. You will have at least 3 years' HR work experience, implementing HR practices, processes and procedures, preferably in the financial sector. You must also possess a bachelor's degree in a business related

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subject and have good knowledge of local labour law and HR procedures. Ref W682. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**Director Retail.** Reporting to the Chief Operating Officer (COO) the purpose of your job will be to take collective responsibility for the management of the bank. You will be responsible for acting in an advisory capacity to the Managing Director and fellow Executive Team members, providing constructive input on issues of management, acting as ambassador for the bank and representing the bank at a high level as well as providing strategic direction and information regarding commercial banking. To be considered for this job you must have 5 years experience in banking in general, sales and marketing experience, knowledge of banking products and services, people management skills, corporate / commercial business experience as well as financial service industry experience. You must also possess a relevant degree with a Post graduate qualification and be computer literate with sound working knowledge of the MS Office suite Word and Excel. Ref W673. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**Banking Professionals** - at all levels call **Mwelwa Konie Penza** for a Confidential Chat on Tel: 260-212-266247/8

### Mining

**Maintenance Planner** Our client, Lumwana Mining Company Limited (LMC), has commenced operations of its 100% owned Lumwana Copper Mine situated in the North Western region of Zambia is looking for a Maintenance Planner. Reporting to the Senior Planning Supervisor, you will be responsible for assisting the Senior Planning Supervisor in establishment and ongoing management of maintenance planning. You will also be responsible for scheduling activities such as parts procurement and delivery of contractor services to support the process department in achieving maximum operational performance in a safe and cost effective manner. To be considered for this position you must have a Mechanical or Electrical craft certificate and 2 to 4 years of experience in maintenance planning and scheduling, preferably in the mineral processing industry. To apply for the position of Planning Supervisor, you must also have supervisory experience and be able to lead a team of Maintenance Planner. You must also show initiative, have good interpersonal, communication and leadership skills. In addition you must be familiar with safe working practices and be able to pass a pre – employment medical test. . Ref W690. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**Planning Supervisor** Our client, Lumwana Mining Company Limited (LMC), has commenced operations of its 100% owned Lumwana Copper Mine situated in the North Western region of Zambia is looking for a Planning Supervisor. Reporting to the Senior Planning Supervisor. You will be responsible for providing resources and creating a working environment that encourages personnel to actively contribute to safety, health and environmental affairs by managing risk in compliance with company objectives, policies, procedures, safe work practices, and relevant regulations. You will be actively participating in identification and implementation of projects that demonstrate working in an environment of continuous improvement. You will be carrying out administrative functions commensurate with the role. Maintaining all records in the CMMS, Developing preventative maintenance plans. Compiling maintenance reports, Transferring knowledge to subordinate workforce. You will be assisting the Senior Planning Supervisor with the day to day maintenance planning activities of the processing plant and other areas. You will be acting in the capacity of Senior Planning Supervisor from time to time. Ref W691. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm)

**Marketing Coordinator (Concentrate)** our client, Lumwana Mining Company Limited (LMC), has commenced operations of its 100% owned Lumwana Copper Mine situated in the North Western region of Zambia is looking for a Marketing Coordinator. Reporting to the Marketing Superintendent, you will be responsible for coordination of LMC concentrate offtake contracts and the logistics associated with moving LMC's concentrate production from Lumwana to its customers. As the ultimate LMC internal client, you will engage with production departments to ensure sufficient saleable concentrate is produced and ensures there is a seamless commercial and technical interface from concentrate production through to payment. To be considered for this position you must have a Bachelors degree in Engineering, Metallurgical Science, Commerce, Administration or Marketing with

at least 5 years of work experience in the copper concentrates and/or copper metal marketing business. Exposure/experience in the logistics of base metals or minerals will be to your advantage. You must also have a high level of technical knowledge with respect to the copper concentrates business, be commercially astute, resilient, have strong influencing skills and be performance-oriented. Ref W695. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm)

Maintenance Planner – Obvious previous maintenance planning experience, MEX software, excel spreadsheet, Microsoft Works, excellent data entry skills, must be self motivated and hard working. Ref W702. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm)

Light Vehicle Mechanic – Toyota experience (Landcruiser and Hilux preferred), self motivated and reliable, able to plan daily repairs with assistance from Workshop foreman, English. Ref W703. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm)

Heavy Vehicle Driver – must have previous experience driving Samil, Tatra, Kenworth trucks, off road experience preferred but not a must, must have basic mechanical knowledge, be able to work unsupervised for extended periods, high importance will be placed on safety and reporting. Ref W704. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm)

Workshop Driver – must have relevant knowledge of facilities around Ndola, Kitwe, and Lusaka area, truck license preferred with basic mechanical skills. Ref W705. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm)

Excellent Heavy Haulage Mechanics – Samil experience preferred but not essential, track license a must, high safety standards. Ref W706. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm)

### Development Sector

**Executive Director** Our client, Programme Against Malnutrition, is a well established local Non-Governmental Organisation headquartered in Lusaka. The Organisation is now seeking the services of experienced and qualified individuals to take up the position of Executive Director. Reporting to the Board of Directors, you will be responsible for proposing and implementing strategy, policy and running the day-to-day affairs of PAM to enable to organisation to achieve its goals and objectives. To be considered for this position you must have a minimum of a University Degree from an internationally recognised University in the field of Business, Nutrition, Economics, Agriculture or Management Studies (a Post Graduate Professional Qualification in addition would be an advantage) with at least 5 years of work experience at Executive/Senior Management level. You must also have a strong background and experience in NGO work related to poverty alleviation, possess high level analytical skills and be able to run PAM as a self-financing, transparent and sustainable NGO. If you meet these requirements, please apply to Ref W694. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

### Recruitment Sector

**Consultant** – Psychology major We need a Graduate from the school of Humanities and Social sciences who majored in psychology to join our work force as a Consultant. Our ideal candidate is energetic, creative, pays attention to detail, is innovative, gives positive energy to others, and is hungry to gain work experience. To qualify you must have commercial oriented or consultancy experience, be outstanding and able to demonstrate the following competencies – client driven, market focused, integrity obsessed, team work oriented and professional. Ref W630. Submit your CV and grade transcripts to [jobs@mac.co.zm](mailto:jobs@mac.co.zm)

### Construction Sector

**Country Manager** Our client is a new entrant in the construction industry. They are looking for a candidate with good communication, disposition to selling; you must understand the basics of the construction Industry. You can either be male or female. If you meet these requirements, please apply to Ref W-----. Apply to [jobs@mac.co.zm](mailto:jobs@mac.co.zm).

**Accountant** Our client is a new entrant in the construction industry. They are looking for a candidate, must be CAT, AAT or degree holder. Must be able to make financial statements plus has knowledge of Peach Tree or Pastel Accounting Package. If you meet these requirements, please apply to Ref W-----. Apply to **jobs@mac.co.zm**.

**Sales Executives (3):** Our client is a new entrant in the construction industry. They are looking for graduates of civil engineering or architecture. These should have some building and construction industry experience and must be able to sell and/or bring orders to the business. If you meet these requirements, please apply to Ref W-----. Apply to **jobs@mac.co.zm**.

**Secretary** Our client is a new entrant in the construction industry. They are looking for a candidate with a good communicator who is able to do clerical work and handle phone calls and fax. If you meet these requirements, please apply to Ref W-----. Apply to **jobs@mac.co.zm**.

### **Agriculture**

**Farm Manager** Reporting to the General Manager, the purpose of the job will be to plan and implement strategies that ensure the maximum result is achieved. Your responsibilities will be managing large areas of irrigated and rain fed crops, developing a breeding herd of beef cattle and effectively managing all inputs. You will also be responsible for operating and maintaining farm equipments. To be considered for this position you must have demonstrated business acumen and an agricultural qualification with at least 10 years relevant experience of which 5 years is in a similar position. You must have good management skills and be a team player. You must also have good working knowledge of crop protection products and their application as well as knowledge of farm machinery operations and maintenance. Mechanical ability to run the farm workshop will be an added advantage. In addition you must be computer literate and have excellent communication skills. Ref W624 Apply to **jobs@mac.co.zm**.

### **Internship**

**Intern** – Psychology major we need 2 students in 3rd or 4th year in the school of Humanities and Social sciences majoring in psychology to join our work force as interns. Our ideal candidate is energetic, creative, pays attention to detail, is innovative, gives positive energy to others, and is hungry to gain work experience. To qualify you must currently be in 3rd or 4th year in the school of Humanities and Social sciences majoring in psychology, outstanding and able to demonstrate the following competencies – client driven, market focused, integrity obsessed, team work oriented and professional. Ref Internship W2. Submit your CV and grade transcripts to **jobs@mac.co.zm**