



ZAMBIA INSTITUTE OF VALUATION SURVEYORS

Stand No. 4454 & 7048
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Employment Opportunities

The Zambia Institute of Valuation Surveyors (ZIVS) is a body corporate, established by Act No. 9 of 2023 of the laws of Zambia, an Act that provides for the registration of Valuation Surveyors comprising of valuers, property managers, facilities managers and land administrators to regulate their practice and professional conduct.

The Institute invites applications from suitably qualified and experienced persons for the following positions. The successful candidates will be expected to have demonstrable competencies relevant to each respective position.

1.0 Registrar/ Chief Executive Officer

1.1. Job Purpose: As Chief Executive Officer and Secretary to the council, the role holder will be responsible for the day-to-day administration of the Institute. The Registrar will provide effective and proactive leadership in implementing the Institute's strategic ambitions and statutory mandate.

1.2 Main Responsibilities and Duties

- a) Spearhead the implementation of the Zambia Institute of Valuation Surveyors Act, No. 9 of 2023 and establish a purposeful secretariat that is well resourced to provide high-quality services to the membership and all stakeholders;
- b) Oversee the development and implementation of the Institute's strategic and annual Operational Plans to achieve the institute's mission and key objectives;
- c) Implement compliance and enforcement structures, systems, frameworks and processes to effectively regulate the valuation surveying profession in accordance with the Act;
- d) Achieve financial soundness of the Institute, develop and drive budget implementation and organisational and operational efficiencies. Implement effective internal controls to achieve the Institute's statutory mandate, organisational performance and sustain business continuity;
- e) Serve as advisor to the Council and prepare high- quality and timely papers and policy briefs for consideration by the Council or Council committees;



- f) Build and maintain sound relationships with a variety of internal and external stakeholders to achieve successful delivery of the Institute's strategic and operational agenda;
- g) Develop and manage programs to position the Institute strategically with key stakeholders;
- h) Serve as liaison and spokesperson with the media and the Institute's stakeholders and the general membership;
- i) Provide efficient secretarial services to the Council and its committees and timely execute decisions made by the Council, Council committees and members' meetings;
- j) Assist the Council to embed good corporate governance practices in the Institute;
- k) Manage the delivery to key Institute projects, initiatives and assignments on behalf of the Council or its committees.

1.3 Qualifications and Experience

- Grade 12 certificate with a minimum of five (5) 'O' levels (credit or better).
- Bachelor's degree in Land Economy, Real Estate Management, Land Management or Policy, Property and Facilities Management, Business or Public Administration, Accountancy or Finance, Human Resource Management or Education management. A Master's degree in any of the above fields will be an added advantage.
- Seven (7) years' senior managerial experience in a professional or regulatory body or a dynamic commercial environment.

2.0 Accounts & Administrative Officer

- 2.1 Job Purpose:** As Accounts and Administrative Officer, the role will be responsible for planning, control, and organisation of the accounting and administrative functions of the Institute, ensuring accurate financial reporting and efficient operational support.



2.2 Main Responsibilities and Duties

- a) Invoice ZIVS corporate and individual members and dispatch invoices in a timely manner.
- b) Process financial transactions and conduct weekly bank and cash reconciliations.
- c) Withdraw funds from the bank and ensure proper documentation of withdrawals.
- d) Maintain accurate records of all incoming and outgoing payments.
- e) Produce timely management reports including income statements, statements of financial position, and cash flow forecasts.
- f) Support the annual budgeting process through compilation, analysis, and coordination with relevant committees.
- g) Coordinate planning, preparation, and completion of external audits.
- h) Ensure financial systems, controls, and policies are followed to safeguard the Institute's assets.
- i) Submit monthly statutory returns for PAYE, NAPSA, and NHIMA.
- j) Send annual account statements to members to show outstanding balances.
- k) Ensure that all transactions are accurately recorded in the Pastel Accounting.
- l) Facilitate budgeting and compliance review meetings.
- m) Assist the Registrar in organizing meetings for Council and other Institute committees.
- n) Arrange logistics for Council Members' travel within and outside Lusaka/Zambia.
- o) Maintain and update the Institute's membership database.
- p) Prepare monthly petty cash budgets and reconcile field-related expenses.
- q) Carry out any other duties as may be assigned from time to time.



2.3 Qualifications and Experience

- Grade 12 School Certificate a minimum of five (5) 'O' levels (credit or better).
- Bachelor's Degree in Accountancy, ACCA Level II, CIMA Level II, ZICA Level II or equivalent.
- Professional Qualification such as ACCA, CIMA, or CA will be an added advantage.
- Membership with the Zambia Institute of Chartered Accountants (ZICA).
- Minimum of 3 years of relevant work experience in a similar position.
- Proficiency in Pastel Accounting Software.

3.0 Compliance Officer

3.1 Job Purpose: As Compliance Officer, the role holder will be responsible for monitoring and ensuring strict adherence to the ZIVS Act and the ZIVS Code of Ethics by conducting inspections, facilitating investigations into valuation surveying professional misconduct and distributing practicing licenses and membership certificates in a timely manner.

3.2 Main Responsibilities and Duties

- a) **Ensure Compliance:** Conduct regular inspections and monitoring to ensure property valuers, property managers, facilities managers and land administrators and valuation surveying organizations comply with the ZIVS Act No. 9 of 2023 and the ZIVS Code of Ethics.
- b) **Investigate & Monitor:** Facilitate investigations and monitor matters of public concern, as directed by the ZIVS Council.
- c) **Reporting:** Prepare and submit reports on compliance activities and other relevant matters to the ZIVS Council.
- d) **License and Membership Services:** Be responsible for the timely delivery of practicing licenses and membership certificates to valuation surveyors.



- e) Administrative Support: Work in liaison with the Accounts & Administrative Officer in generating and reconciling institutional invoices and delivering them according to corporate ethos.
- f) Planning and Budgeting: Prepare annual activity plans and budgets for the Ethics and Compliance Committee.
- g) Carry out any other duties as may be assigned from time to time.

3.3 Qualifications and Experience;

- Grade 12 certificate with a minimum of five (5) 'O' levels (credit or better).
- Bachelor's degree in Land Economy, Real Estate Management, Land Management or Policy, Property and Facilities Management.
- Must be a fully paid-up member of the Zambia Institute of Valuation Surveyors with a valid 2025 membership certificate.
- Three (3) years' relevant industrial experience.
- Clean and valid driver's licence is a must.

TO APPLY

Your application letter should be accompanied by CV, three traceable referees, copies of relevant certificates and should also specify your contact address and telephone numbers(s). Application letters should be addressed to:

The President
Zambia Institute of Valuation Surveyors
Stand No. 4454 & 7048
Third Floor, Suite 321 & 322
Provident House, Cairo Road
P.O. Box 32623
LUSAKA, ZAMBIA

The closing date for applications is Thursday, 30th September, 2025. Kindly note that only shortlisted candidates will be contacted.

Email all applications to the following email addresses: president@zivs.org.zm and copy in finance@zivs.org.zm