



EMPLOYMENT OPPORTUNITY

The Higher Education Authority (HEA) is a statutory body established through the Higher Education Authority Act No.4 of 2013 to regulate Higher Education Institutions (HEIs) through the development and implementation of a robust external quality assurance system that involves the development of standards, registration of private HEIs, accreditation of learning programmes and carrying out of annual institutional audits.

HEA is currently seeking the services of a suitably qualified person to fill the position of:

LEGAL COUNSEL AND BOARD SECRETARY

Overall Responsibilities

The **Legal Counsel and Board Secretary** is responsible for the provision of Legal and Board Secretarial services to the Authority in order to ensure that it operates within the legal framework and safeguards its interests.

Qualifications and Experience:

- i) A full Grade12 School Certificate or its equivalent;
- ii) LLB Degree earned from a recognised University;
- iii) Advocate of the High Court of Zambia;
- iv) At least 8 years` similar experience, 2 of which should be at management level;
- v) Must be a Member of the Law Association of Zambia.

Interested candidates meeting the above specifications should send their applications attaching their CVs, copies of qualifications and the ZAQA Certificate of validation and evaluation for all attached qualifications to **careers@hea.org.zm**.

In an effort to reduce the spread of the COVID 19 virus, hard copy applications will not be considered. All applications should be addressed to:

THE DIRECTOR – GENERAL
Higher Education Authority
Mukuba Pensions House
Dedani Kimathi Road
P O Box 50795
LUSAKA

The closing date for receiving applications is **Friday, 10th March 2023 at 17:00 hours**.

ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO