



NATIONAL HIV/AIDS/STI/TB COUNCIL

ADVERTISEMENT

EMPLOYMENT OPPORTUNITY

The National HIV/AIDS/STI/TB Council (NAC) is a body corporate established under the National HIV/AIDS/STI/TB Council Act No. 10 of 2002. Its primary mandate is to coordinate and support the development, monitoring, and evaluation of the multi-sectoral national response aimed at preventing and combating the spread of HIV, AIDS, STIs, and TB, to reduce their personal, social, and economic impact.

The Council invites suitably qualified and experienced Zambians to apply for the Assistant Accountant – Global Fund position that has fallen vacant, tenable at the NAC Secretariat in Lusaka

ASSISTANT ACCOUNTANT – GLOBAL FUND

Job Purpose

To ensure financial records are updated, and sufficient documentation is maintained to support appropriate and regular financial reporting for the Global Fund Project and the wider NAC books of accounts.

PRINCIPAL ACCOUNTABILITIES

1. Support the Global Fund Project Civil Society Coordinator and NAC in preparation of budgets and financial reports.
2. Assist the Financial Accountant in coordinating statutory and other audits conducted on resources managed by the Council.
3. Provide effective and efficient financial services to facilitate the achievement of Global Fund Project objectives.
4. Ensure timely updating of the accounting system and maintain proper records of all Global Fund Project transactions.

5. Accurately receipt project cash and ensure prompt banking.
6. Maintain updated cash books and perform monthly bank reconciliations.
7. Ensure adherence to approved financial procedures and internal controls.
8. Carry out any other relevant duties as assigned by Management.

QUALIFICATIONS AND EXPERIENCE

1. Full Grade 12 certificate with at least 5 "O" Level credits, including English and Mathematics.
2. Bachelor's degree in finance or ACCA level 2 or CIMA level 2 or CA Application Advanced Diploma in Accountancy.
3. Professional membership with the Zambia Institute of Accountancy (ZICA).
4. A minimum of 3 years' experience in financial systems and budgets, project accounting, financial reporting, financial data analysis, auditing, and taxation in Zambia.
5. Proficiency in Microsoft Word and Excel; ability to operate computerized financial and payroll systems.
6. Effective written and verbal communication skills.
7. Attributes: Honest and trustworthy, detail-conscious, team-oriented, decisive, assertive, and demonstrating sound work ethics.

SUBMISSION OF APPLICATIONS

Applications accompanied by Curriculum Vitae, Certified copy of National Registration Card, and ZAQA validated Academic and Professional qualifications should be addressed to:

**The Director General
National HIV/AIDS/STI/TB Council
Plot 315, Independence Avenue
P. O. Box 38718
LUSAKA**

Applications may also be submitted via email to jobs@nacsec.org.zm in a single PDF file. The deadline for receiving applications is the close of business on Friday, 27th March, 2026. **Please note that qualification validation is mandatory in accordance with the Zambia Qualifications Act No. 8 of 2024.**