



## WATER RESOURCES MANAGEMENT AUTHORITY

### EMPLOYMENT OPPORTUNITY

The Water Resources Management Authority (WARMA) was established in 2012 under the Water Resources Management Act No. 21 of 2011. One of its main functions is to manage and regulate the use of Zambia's water resources in an integrated, participatory and sustainable manner taking into consideration the human, land, environmental and socio-economic factors. In order to effectively implement its functions, the Authority wishes to recruit a suitably qualified, self-motivated and experienced persons for the following positions: -

#### **(1) HYDROGEOLOGIST (01 POSITION)**

**Department:** Water Resources Management and Information  
**Reports To:** Catchment Manager  
**Location:** Catchment Office

#### **Qualifications:**

- a) Full Grade Twelve Certificate with a credit or better in English and Mathematics or its equivalent.
- b) Bachelor's degree in Hydrogeology, Geology or its equivalent from a recognized University/Institution.
- c) Member of the Engineering Institute of Zambia (EIZ).
- d) At least three (3) years relevant work experience in a similar role
- e) Must be a Zambian Citizen.

#### **Other Requirements**

- a) Good organization and planning skills;
- b) Good working knowledge of computer;
- c) Competent in hydrogeological data interpretation and Technical report writing
- d) Working knowledge of the Water Resources Management Act;
- e) High analytical skills and exemplary work ethic.

- f) Knowledge of appropriate Geographic Information System (GIS) and Remote Sensing applications for hydrogeological applications

**Purpose of the Job:**

To provide input and support in developing, reviewing and conducting activities pertaining to groundwater resources and undertake the analysis of groundwater data to facilitate planning and decision making aimed at the protection of groundwater resources at the catchment and national level.

**Main Duties and Accountabilities:**

1. Provide technical support in planning and implementation of hydro-geological programmes.
2. Undertake analysis of water level and quality data on monitoring boreholes.
3. Update and maintain the groundwater database information.
4. Monitoring and assessment of groundwater resources availability, quantity and quality within the catchment.
5. Investigates and advises on groundwater pollution and exploitation matters.
6. Prepare appropriate hydrogeological and related thematic maps for use in groundwater monitoring and development
7. Prepare comprehensive technical reports pertaining to water resources management and availability monthly.
8. Analyse borehole and groundwater completion reports from drilling companies for water resources management planning.
9. Generate technical hydrogeological reports for regular updates of the groundwater database
10. Liaise with the Drilling Engineer in the supervision of drilling rig operations for exploratory and monitoring of groundwater resources to ensure conservation, protection and restoration of water resources to achieve the objectives.
11. Performs any other duties that may be delegated from time to time by superiors.

**(2) HYDROLOGIST (05 POSITIONS)**

**Department:** Water Resources Management and Information  
**Reports To:** Catchment Manager  
**Location:** Catchment Office

**Qualifications:**

- a) Full Grade Twelve Certificate with a credit or better in English and Mathematics or its equivalent.
- b) Bachelor's degree in Water Engineering, Civil Engineering Water Resources Engineering, Agricultural Engineering, or its equivalent from a recognized University/Institution.
- c) Member of the Engineering Institute of Zambia (EIZ).
- d) At least three (3) years relevant work experience in a similar role
- e) Must be a Zambian Citizen.

**Other Requirements**

- a) Good organization and planning skills;
- b) Knowledge of operational hydrology Good working knowledge of computers;
- c) Good hydrological interpretation skills and competent in technical report writing
- d) Working knowledge of the Water Resources Management Act;
- e) High analytical skills and exemplary work ethics.
- f) Knowledge of appropriate Geographic Information systems for Hydrological and modelling applications

**Purpose of the Job:**

Provide input and support in developing, reviewing and conducting activities pertaining to water resources management, including hydrometric stations network, operations, designs and construction of infrastructure so as to monitor and protect surface water quantity and quality in order to facilitate accessibility and sustainability development of the resource.

**Main Duties and Accountabilities:**

- 1) Monitoring and assess surface water resources availability, suitability and susceptibility.
- 2) Provide technical advice and guidance in the planning and development of surface water resources.
- 3) Provide hydrological input into the designing of hydraulic structures such as Dams, Canals, and Weirs for water allocation.
- 4) Monitor surface water projects and programmes.

- 5) Undertake a timely review of water resources status, designs, operation and maintenance of the Hydrometric.
- 6) Conduct hydrological assessments, drainage and flood water studies.
- 7) Investigate and provide advice on surface water pollution matters to find solutions.
- 8) Prepare and update appropriate hydrological maps for use in the monitoring of surface water resources
- 9) Provide technical support in the installation and maintenance of groundwater observation equipment.
- 10) Provide technical advice for granting surface water permits.
- 11) Prepare comprehensive technical reports pertaining to updating the surface water database.
- 12) Prepare annual hydrological yearbooks for the catchment
- 13) Prepare reports for flood and drought early warning updates for water-related disasters and risk management at the catchment level
- 14) Performs any other duties that may be delegated from time to time by superiors.

### **(3) PUBLIC RELATIONS AND COMMUNICATION OFFICER (01 Position)**

**Department:** Legal and Corporate Services  
**Reports To:** Authority Secretary  
**Location:** WARMA Head Office - Lusaka

#### **Qualifications:**

- f) Full Grade Twelve Certificate with a credit or better in English and Mathematics or its equivalent.
- g) A minimum of Bachelor's degree in Mass Communication / Journalism, Public Relations or equivalent.
- h) A Master's Degree in Marketing or a relevant field will be an added advantage.
- i) Relevant Professional Membership.
- j) At least five (5) years relevant work experience in a similar role.
- k) Must be a Zambian Citizen.

#### **Other Requirements**

- a) Experience in the publishing of articles.

- b) Computer literacy.
- c) Strong writing and analytical skills; and
- d) Good interpersonal skills.

**Purpose of the Job:**

To produce high-quality communications resources and implement communication strategies for the Authority, promote the public image and increase awareness of Authority's operations.

**Main Duties and Accountabilities:**

1. Undertake corporate affairs and public relations functions for the Authority.
2. Develop, review and implement the Corporate Communication strategy.
3. Prepare speeches, press releases and media presentations for the Authority.
4. Conduct surveys to assess the effectiveness of the Authority's communication strategies.
5. Develop and manage social media content.
6. Ensure the periodic publication and dissemination of information on the Authority's activities.
7. Develop and implement a comprehensive public awareness campaign.
8. Maintain and update the Authority's website in collaboration.
9. Provide advice to management on suitable Corporate Social Responsibility initiatives and managing the activities.
10. Ensure appropriate representation of the Authority at major national events.
11. Maintain liaison with all stakeholders including the Press to keep a good image of the Authority.
12. Formulate responses to queries on matters relating to Water Resources management and utilisation.
13. Performs any other duties as delegated by the Supervisor.

**(4) MONITORING AND EVALUATION SPECIALIST (01 POSITION)**

**Department:** Department of Human Resources & Administration  
**Reports To:** Director Human Resources & Administration

**Location:** Headquarters-Lusaka

**Qualifications:**

- a) Full Grade Twelve Certificate with a credit or better in English and Mathematics or its equivalent.
- b) Degree in Monitoring and Evaluation, Social Work/Economics/Demography/Statistics, Analytics, or related discipline.
- c) A post-graduate Diploma/Certificate in Monitoring and Evaluation.
- d) Relevant Professional Membership.
- e) At least five (5) years relevant work experience in a similar role
- f) Must be a Zambian Citizen.

**Other Requirements**

- g) Experience in data collection and analysis, and handling of electronic data collection tools
- h) Experience in quantitative and qualitative analysis
- i) Excellent computer skills, including data software.
- j) Must possess excellent writing skills and be able to compose engaging and accurate content

**Purpose of the Job:**

Support the Authority in designing and developing logical frameworks and output, outcome and results-based monitoring system for the Authority.

**Main Duties and Accountabilities:**

- 1) Develop the overall framework for required M&E systems, including key indicators, outputs, outcomes and impact;
- 2) Develop and implement M&E reporting guidelines and systems designed to inform the direction of WARMA mandate, perform data quality checks and propose strategies to increase data use among WARMA staff;
- 3) Support the Authority to conduct research, baselines (ex-ante), thematic evaluation, End of Project Evaluation (EoPE), Ex-post Evaluation and designing and periodic review of data collection tools.
- 4) Contribute to reporting and quality assurance reporting on outputs and results to the government and financiers, including developing monitoring systems in complex situations.
- 5) Set up and manage the M& E database.
- 6) Prepare monthly, quarterly and annual report and when required.

- 7) Develop Monitoring and Evaluation (M&E) plans for the projects/programmes
- 8) Identifies M&E capacity development needs of staff, provide M&E training to staff
- 9) Support HR and administration to facilitate the implementation of common performance indicators to achieve breakthrough performance that will link individual work plans to teamwork plans and finally to office annual work-plan and targets.
- 10) Support departments set up annual performance targets (key performance indicators that contribute to WARMA mandate and the national indicators.

INTERESTED PERSONS SHOULD SEND THEIR APPLICATION LETTERS SUPPORTED BY COPIES OF CERTIFIED ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DETAILED CV'S WITH THREE (3) TRACEABLE REFEREES NOT LATER THAN 17:00HRS ON **30<sup>TH</sup> JULY, 2021** TO THE ADDRESS BELOW VIA THE FOLLOWING EMAIL: [JOBS@WARMA.ORG.ZM](mailto:JOBS@WARMA.ORG.ZM). **IN THE THE SUBJECT LINE, PLEASE INDICATE THE SPECIFIC POSITION YOU ARE APPLYING FOR; ONLY THOSE APPLICATIONS THAT REFERENCE THE POSITION IN THE SUBJECT LINE WILL BE CONSIDERED.**

The Acting Director Human Resources & Administration  
Water Resources Management Authority  
Plot No LN-385-7 & 385-8, Alick Nkhata Road  
Po Box 51059

**LUSAKA**

**PLEASE NOTE THAT ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED. YOU DO NOT NEED TO APPLY IF YOU DON'T MEET THE MINIMUM REQUIREMENTS.**