



ROAD DEVELOPMENT AGENCY

JOB OPPORTUNITIES

The Road Development Agency (RDA) is a statutory body of the Government of Zambia established under the Public Roads Act No.12 of 2002 as amended. The Agency is responsible for care, planning, maintenance and construction of public roads in Zambia. It also regulates the maximum permissible weights on roads, conducts studies for the development, maintenance and improvement of the road network, and reviews design standards and classification.

The Agency wishes to fill the following vacant positions:

PLANNING AND DESIGN DIRECTORATE

1. ENGINEER - ROAD SAFETY RDA6 (1 POSITION): HEAD OFFICE

Job Summary:

Reporting to the Principal Engineer - Design and Traffic, the job holder will ensure the delivery of safe, sustainable and integrated traffic and transportation network in alignment with the required traffic standards and bylaws to achieve optimal road network performance. Key responsibilities will include:

- a) Develop and review safety studies that include but not limited to, speed limit studies, route and intersection investigations and area wide or corridor studies.
- b) Undertake technical activities associated with the planning, investigations and implementation of solutions to ensure the safety and effective operation of the transport network for all road users;
- c) Undertake crash analysis and develop solutions for improved safety;
- d) Carrying out various stages of road safety audits in accordance with Agency procedures and international best practice; and
- e) Preparation of Non-Motorized User (NMU) Safety Reports and NMU Audit Reports.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 School Certificate;
- Bachelor of Civil Engineering or Traffic Engineering from a recognized University;
- Minimum of two (2) years post qualifying relevant experience in which one (1) year should be in Road Safety Audit or Geometric Design or traffic data analysis and / or the application of human factors to road environments; and
- Valid Membership of Engineering Institution of Zambia (EIZ), and Registered with Engineers' Registration Board, (ERB).

SKILLS AND ATTRIBUTES

- Good team player, possessing strong interpersonal and communication skills and the ability to interact with fellow members of staff and external stakeholders at all levels;
- Must be innovative with good planning skills with emphasis on outcomes;
- Proficiency in using computer applications e.g. MS word, excel and power point; and
- Ability to multitask and work with minimum supervision.

ROAD MAINTENANCE DIRECTORATE

1. TECHNOLOGIST - HIGHWAY MANAGEMENT SYSTEM RDA7 (4 POSITIONS): LUSAKA, EASTERN, LUAPULA & NORTHERN PROVINCES

Job Summary

Reporting to the Engineer - Planning and Design at the Provincial Office, the job holder will be responsible for carrying out road and bridge condition surveys, and updating the road network database. Key responsibilities will include:

- a) Carrying out periodic road and bridge condition surveys;
- b) Prepare BOQs, TOR and Cash flow requirements for road projects;
- c) Preparing data for Bills of Quantities;
- d) Preparing tender documents;
- e) Undertake Road classifications and maintain Road inventories;
- f) Undertake site visits with bidders and preparing site visit certificates;
- a) Attending Bid openings, evaluation of Bids and preparing reports for the same;
- b) Conducting traffic counts;
- c) Providing data and assist in the preparation of the Annual Work Plan (AWP);
- d) Procure works and consultancy services for road projects in the Province using ZPPA and Agency regulations and guidelines;
- e) Prepare periodic and ad-hoc reports for management decision; and
- f) Performing any other lawful duties as may be assigned to him/her by the Supervisor from time to time.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 School Certificate;
- Diploma in Civil Engineering or equivalent from a recognised college;
- Minimum of three (03) years post qualifying relevant experience in the Road Construction or related sectors; and
- Valid Membership of Engineering Institution of Zambia (EIZ) or Engineers Registration Board (ERB).

SKILLS AND ATTRIBUTES

- Good team player with strong interpersonal and communication skills;
- Ability to multitask and work with minimum supervision;
- Proficiency in using computer applications e.g. MS word, excel and power point, etc.;
- Passionate and sober with a strong enthusiasm for the role and a clear, headed approach;
- Mature and courteous with professionalism and respect in all interactions; and
- Initiative-driven and innovative with proactive problem-solving and creative thinking.

2. TECHNOLOGISTS - WORKS RDA7 (13 POSITIONS): CENTRAL, EASTERN, COPPERBELT, LUSAKA, LUAPULA, NORTHERN, NORTHWESTERN, MUCHINGA, SOUTHERN AND WESTERN PROVINCES)

Job Summary

Reporting to the Engineer - Contracts/Force Accounts, the job holder will be responsible for supervising road construction and maintenance works in the Agency. The key responsibilities will include:

- a) Supervising construction and maintenance work on the core road network within the Province;
- b) Preparing progress reports for the Engineer – Contracts/Force Accounts;
- c) Monitoring on/off carriage way routine maintenance by performance contracts, ascertaining monthly assessment scores and compute them into Interim Payment Certificate (IPCs);
- d) Preparing calendar activities to ascertain actual start and end date for Road Projects;
- e) Preparing site and completion certificates;
- f) Attending Site Meetings to provide guidance to executing Agencies where necessary;
- g) Ensuring quality implementation of works and value for money in accordance with the enshrined general conditions of roads and bridges, and as per contract specifications;
- h) Interpreting contract drawings and as necessary giving eventual variations of works as approved by the Provincial Roads Engineer within the tenets of contracts regulations;
- i) Ensuring proper execution of road maintenance works such as pothole mending, culvert related remedial works, etc.;
- j) Establishing a Data Base of Contractors in the Province and updating the list as the Annual Work Plan works are awarded; and
- k) Performing any other lawful duties as may be assigned to him/her by the Supervisor from time to time.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 School Certificate;
- Diploma in Civil Engineering or equivalent from a recognised college;
- Minimum of three (3) years post qualifying relevant experience in the Road Construction or related sectors; and
- Valid Membership of Engineering Institution of Zambia (EIZ) or Engineers Registration Board (ERB).

SKILLS AND ATTRIBUTES

- Good team player with strong interpersonal and communication skills;
- Ability to multitask and work with minimum supervision;
- Proficiency in using computer applications e.g. MS word, excel and power point, etc.;
- Passionate and sober with a strong enthusiasm for the role and a clear, headed approach;
- Mature and courteous with professionalism and respect in all interactions; and
- Initiative-driven and innovative with proactive problem-solving and creative thinking.

FINANCE DIRECTORATE

1. ASSISTANT ACCOUNTANT CONTRACTORS RDA6 (1 POSITION): HEAD OFFICE

Job Summary

Reporting to the Accountant, the Assistant Accountant will be responsible for assisting the Accountant - Contractors in ensuring that Contractors Interim Payment Certificates (IPCs) and NRFA payments are promptly captured in the Sunsystem. Key responsibilities will include:

- a) Reviewing and processing Interim Payment Certificates (IPCs) for contractors;
- b) Timely processing of payments for contractors in the SUN system;
- c) Reconciliation of Contractors ledger accounts;
- d) Reconciliation of RDA Contractor transactions to NRFA transactions;
- e) Working closely with internal and external auditors on Contractor balances;
- f) Preparing monthly, Quarterly and Annual Reports showing outstanding Payables to Contractors; and
- g) Undertake any other ad-hoc responsibilities as may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 Certificate;
- Degree in Accounting/ACCA/CIMA/CA Zambia or its equivalent;
- Minimum of three (3) years relevant experience; and
- Membership to the Zambia Institute of Chartered Accountants (ZICA).

SKILLS AND ATTRIBUTES

- Team player, possessing strong interpersonal and communication skills and the ability to interact with fellow members of staff and external stakeholders at all levels;
- Must be innovative with good planning skills with emphasis on outcomes;
- Prudent, practical and effective change agent with the ability to drive consensus, while leading an efficiently run organisation;
- Highly literate in Information Communication Technology (ICT);
- Ability to multitask and work with minimum supervision;
- Excellent analytical skills; and
- Exceptional attention to detail.

2. ASSISTANT ACCOUNTANT CONSULTANTS RDA6 (1 POSITION): HEAD OFFICE

Job Summary

Reporting to the Accountant - Consultants, the Assistant Accountant- Consultants will be responsible for assisting the Accountant-Consultants in ensuring all Consultant IPC's and NRFA Payments are promptly captured in sun system. Key responsibilities will include:

- a) Reviewing and processing Interim Payment Certificates (IPCs) for consultants;
- b) Timely Processing of payments for consultants in the SUN system;
- c) Reconciling of Consultant ledger accounts;
- d) Reconciling of RDA Consultant transactions to NRFA transactions;
- e) Working closely with internal and external auditors on Consultants balances;

- f) Preparing monthly, Quarterly and Annual Reports showing outstanding Payables to Consultants; and
- g) Perform any other duties that may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 Certificate;
- Degree in Accounting/ACCA/CIMA/CA Zambia or its equivalent;
- Minimum of three (3) years relevant experience; and
- Membership to the Zambia Institute of Chartered Accountants (ZICA).

SKILLS AND ATTRIBUTES

- Team player, possessing strong interpersonal and communication skills and the ability to interact with fellow members of staff and external stakeholders at all levels;
- Must be innovative with good planning skills with emphasis on outcomes;
- Prudent, practical and effective change agent with the ability to drive consensus, while leading an efficiently run organisation;
- Highly literate in Information Communication Technology (ICT);
- Ability to multitask and work with minimum supervision;
- Excellent analytical skills; and
- Exceptional attention to detail.

3. ASSISTANT ACCOUNTANT RDA6 (1 POSITION): NORTHWESTERN PROVINCE

Job Summary

Reporting to the Accountant, the Assistant Accountant will be responsible for assisting the Accountant in the preparation and coordination of all accounting work in the Province. The Assistant Accountant will also ensure that all relevant books of accounts are accurately maintained and that the requisite information is promptly availed to management and in a suitable format. Key responsibilities will include:

- a) Receiving cash and banking it promptly;
- b) Initiating payments in line with approved budget line;
- c) Maintaining Petty Cash and filing all accounting documents and correspondence;
- d) Initiating Journal entries and Updating the Cash Book;
- e) Sending both hard & soft copies of all deposit slips of revenue and incomes;
- f) Sending copies of retirement of funds received for various projects and operations;
- g) Assist in reviewing the banks reconciliations, cash and petty cashbooks;
- h) Assist in reviewing the fixed assets register and ensure it is updated on regular basis;
- i) Assist in reviewing cashbooks/petty cashbooks;
- j) Prepare periodic and ad-hoc reports; and
- k) Perform any other duties that may be assigned from time to time.

QUALIFICATIONS & EXPERIENCE

- Full Grade 12 Certificate
- Bachelor's Degree in Accounting/CA Zambia/ ACCA /CIMA;

- Minimum of three (3) years experience; and
- Membership of the Zambia Institute of Certified Accountants.

SKILLS AND ATTRIBUTES

- Team player, possessing strong interpersonal and communication skills and the ability to interact with fellow members of staff and external stakeholders at all levels;
- Must be innovative with good planning skills with emphasis on outcomes;
- Prudent, practical and effective change agent with the ability to drive consensus, while leading an efficiently run organisation;
- Highly literate in Information Communication Technology (ICT);
- Ability to multitask and work with minimum supervision;
- Excellent analytical skills; and
- Exceptional attention to detail.

4. COMMERCIAL OFFICER- HIGHWAY REVENUE RDA6 (1 POSITION): HEAD OFFICE

Reporting to the Manager Commercial Services, the Commercial Officer- Highway Revenue will be responsible for the overall collecting of revenue, infringements and debt collection related to all highways. Key responsibilities will include:

- a) Carrying out the invoicing of Billboards owners infringing the road and road reserves;
- b) Carrying out debt collection to issue invoices and accordingly oversee Provincial billboard fines per issued invoices;
- c) Providing support to all Provinces on all billboard infringement related matters with various stakeholders;
- d) Carrying out periodic billboard infringement review at least three (3) times in a year;
- e) Maintaining an updated Billboard Database, Toll Stations, and Weighbridges; and
- f) Preparing Quarterly and Annual reports on the above activities.

QUALIFICATIONS AND EXPERIENCE

- Full Grace 12 Certificate;
- Bachelor's Degree in Business Administration, Economics or related commercial discipline;
- Minimum of three (3) years experience in commercial activities; and
- Membership of an appropriate professional body such as Zambia Institute of Marketing, Economics Association of Zambia.

SKILLS AND ATTRIBUTES

- Team player, possessing strong interpersonal and communication skills and the ability to interact with fellow members of staff and external stakeholders at all levels;
- Must be innovative with good planning skills with emphasis on outcomes;
- Prudent, practical and effective change agent with the ability to drive consensus, while leading an efficiently run organisation;
- Highly literate in Information Communication Technology (ICT);
- Ability to multitask and work with minimum supervision;

- Excellent analytical skills; and
- Exceptional attention to detail.

CORPORATE SERVICES DIRECTORATE

1. DELIVERY CLERK RDA8 (1 POSITION): HEAD OFFICE

Job Summary

Reporting to the Registry Supervisor, the Delivery Clerk is responsible for delivering outgoing mail to intended recipients, receiving and sorting incoming mail to distribute to relevant offices. Key responsibilities will include:

- a) Collecting and sorting mail from the post office;
- b) Recording and date stamp all ordinary mails intended for dispatch to stakeholder/external clients;
- c) Ensuring office is adequately stocked with mail supplies;
- d) Arranging for pickup of outgoing mail; and
- e) Performing any other lawful duties as may be assigned to him by the supervisor from time to time.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 School Certificate;
- Certificate in Records Management or any other related field;
- At least one (1) year relevant work experience in a busy environment;
- With a valid driving licence; and
- Valid Membership of the Zambia Library Association or other appropriate professional bodies.

SKILLS AND ATTRIBUTES

- Good team player with strong interpersonal and communication skills;
- Must be innovative with good planning skills;
- Honest and reliable with moral strength;
- Proficiency in using computer applications e.g. MS word and excel; and
- Ability to multitask and work with minimum supervision.

MONITORING AND EVALUATION UNIT

1. SENIOR QUANTITY SURVEYOR RDA5 (2 POSITIONS): HEAD OFFICE

Job Summary

Reporting to the Principal Quantity Surveyor, the Senior Quantity Surveyor is responsible for providing vital input in the monitoring and evaluation of road projects by giving costing advice, providing cost estimates and cost risk analysis, appraising breakdowns of rates and /or lump sum prices and ensuring cost control of road projects undertaken by the Agency in

accordance with the specific conditions of contract so as to ensure value for money. Key responsibilities will include:

- a) Preparing detailed cost estimates;
- b) Maintaining cost tracking database;
- c) Analysing contractor claims;
- d) Monitoring cost performance;
- e) Supporting cost risk analysis;
- d) Assisting in reviewing certification processes; and
- e) Performing any other lawful duties as may be assigned to him/her by the supervisor from time to time.

QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 School Certificate;
- Bachelor's Degree in Quantity Surveying, Building Science or equivalent;
- Minimum of three (3) years' experience in Quantity Surveying; and
- Valid Membership of the Zambia Institute of Quantity Surveyors.

SKILLS AND ATTRIBUTES

- Good team player with strong interpersonal and communication skills;
- Ability to multitask and work with minimum supervision;
- Effective cost planning and control techniques.
- Strong analytical skills.
- Mature and courteous with professionalism and respect in all interactions; and
- Must be computer literate, preferably also in project management and predictive cost analytics software.

ONLY Zambian citizens meeting the above requirements should submit applications with academic and professional qualification certified by Zambia Qualification Authority as true copies and detailed Curriculum Vitae in a sealed envelope or via Email, clearly stating the position being applied for, to:

The Director & Chief Executive Officer
Road Development Agency
P.O. Box 50003
Fairley Road, Ridgeway
LUSAKA

Email Applications to: Careers@roads.gov.zm.

APPLICATIONS TO BE DEPOSITED IN THE SEALED BOX PLACED AT THE RDA HEAD OFFICE, LUSAKA

Closing date for submission of applications is 14th August, 2026 at 17:00hrs.

Any form of lobbying will lead to automatic disqualification.

Only short-listed applicants will be contacted.