



NATIONAL COUNCIL FOR CONSTRUCTION

EMPLOYMENT OPPORTUNITIES

National Council for Construction (NCC) is a statutory body established under the National Council for Construction Act No. 10 of 2020 and mandated to regulate, promote and build capacity within Zambia's construction industry. In line with its commitment to contributing to sustainable economic growth through the promotion, development, training and regulation of the construction industry, the Council invites applications from suitably qualified, dynamic and motivated professionals to fill the following positions:

TRAINING OFFICER - Grade NCC 5 (Three Positions)

Reporting to: Training Manager

The Training Officer will be responsible for preparing and delivering lectures, facilitating practical training, tutoring students enrolled in building and road construction programmes, and participating in research and consultancy assignments to enable students to successfully complete their studies and examinations.

Main Duties

The successful candidates will be responsible for:

- i. Preparing teaching plans and schemes of work for each assigned course upon receipt of the approved syllabus from the Senior Training Officer.
- ii. Preparing lecture notes, handouts and other learning materials using resource centre materials, syllabi, internet resources and relevant publications.
- iii. Delivering lectures and tutoring students using appropriate teaching methods and instructional aids to facilitate effective learning.
- iv. Conducting practical training on building and/or road construction sites.
- v. Setting, administering and marking tests, assignments and class exercises to assess students' understanding and academic progress.
- vi. Preparing end-of-course examinations and invigilating examinations.
- vii. Participating in the Council's consultancy assignments within his or her area of specialisation whenever required.
- viii. Handling student complaints and counselling students experiencing learning difficulties to improve their academic performance.
- ix. Maintaining accurate student records.
- x. Preparing student progress reports based on assessments, assignments, tests and class performance.

Requirements

- a) Applicants must possess:
- b) Grade 12 School Certificate.

- c) Diploma in Civil Engineering, Building Technology, Architecture or an equivalent qualification.
- d) Certificate in Teaching Methodology.
- e) Full membership with the Engineering Institution of Zambia (EIZ).
- f) A minimum of five (5) years' relevant post-qualification experience in training, teaching or the construction industry.

Required Competencies

- a) Excellent instructional and pedagogical skills.
- b) Counselling and mentoring skills.
- c) Strong interpersonal and communication skills.
- d) Course planning and evaluation skills.
- e) Ability to work effectively in a team and under minimum supervision.
- f) High levels of professionalism, integrity and commitment.

HOW TO APPLY

Only candidates who meet the above requirements and competencies are encouraged to apply. Applications should include:

- a) A detailed and up-to-date Curriculum Vitae (CV);
- b) Certified copies of academic and professional qualifications;
- c) A copy of the Grade 12 School Certificate; and
- d) Any other relevant supporting documents.

Applications should be addressed to:

The Executive Director
National Council for Construction
P.O. Box 39548
Lusaka, Zambia
Email: ncc@ncc.org.zm
Website: www.ncc.org.zm
Tel: +260 211 240386

Applications must reach the undersigned not later than **Friday, 7th August 2026, at 17:00 hours.**

Only shortlisted candidates will be contacted.

National Council for Construction is an Equal Opportunity Employer committed to promoting diversity, fairness and inclusion in its recruitment processes. Qualified candidates are encouraged to apply regardless of gender, age, disability or any other status protected by law.