



Career Opportunities

Kafue Gorge Regional Training Centre (KGRTC), established in 1989 with support from NORAD and SIDA, is a SADC Centre of Excellence providing high-quality training, research, and consultancy in energy technologies. Renowned for its practical, solution-focused approach, KGRTC has built the capacity of thousands of professionals across Africa in areas such as renewable energy, energy efficiency, and sustainable infrastructure.

KGRTC is inviting applications from suitably qualified individuals to fill the following vacant positions;

(1) (1) MANAGEMENT SECRETARY MS6 (01 POSITION)

Department: Human Capital & Administration

Reports to: Manager – Human Capital

Location: Copperbelt Campus, Ndola

Qualifications

- a) 5 O-Levels with credit and above in Mathematics and English;
- b) Bachelor's Degree in Business Administration, Public Administration, Office Administration, Hospitality Management, or a related field.
- c) A professional qualification in Secretarial Studies or Office Management will be an added advantage.
- d) Minimum of three (3) years' relevant work experience in administration, office management, or hospitality coordination.

Other Requirements

- a) Strong administrative and organizational skills.
- b) Excellent written and verbal communication skills.
- c) Ability to manage meetings, documentation, and office logistics effectively.
- d) Knowledge of hospitality coordination and client service management.
- e) High level of professionalism, integrity, and attention to detail.
- f) Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- g) Ability to multitask and work under pressure in a dynamic environment.

Personal Attributes

- a) Professional and courteous demeanor.
- b) Strong sense of responsibility and dependability.
- c) Customer-service oriented.
- d) Ability to work independently and collaboratively within a team environment.

Purpose of the Job

To provide effective administrative and secretarial support to the Copperbelt Campus and assist in coordinating office operations, training logistics, and hospitality services for programs, meetings, and visiting trainees and facilitators

Main Duties and Accountabilities

1. Provide administrative and secretarial support to the Copperbelt Campus office.
2. Coordinate office administration functions including correspondence management, records management, document control, filing systems, and proper maintenance and safe custody of office records.
3. Provide secretarial support during meetings, including preparation of agendas, documentation, minute taking, and follow-up of action points.
4. Manage office schedules, appointments, and logistics for meetings, workshops, and training activities.
5. Support the coordination and smooth implementation of training programs hosted at the Copperbelt Campus.
6. Assist with hospitality coordination for visiting trainees, facilitators, and guests, including arrangements for accommodation, catering, and conference services.
7. Ensure meeting rooms, training facilities, and hospitality services are properly organized to support programme delivery.
8. Maintain professional communication and coordination with internal departments, trainees, facilitators, and external stakeholders.
9. Support administrative procurement processes and logistics related to office operations and hospitality services.
10. Prepare administrative reports and maintain accurate documentation of campus activities.
11. Perform any other duties as assigned by the Head – Copperbelt Campus.

INTERESTED PERSONS SHOULD SEND THEIR APPLICATION LETTERS SUPPORTED BY COPIES OF CERTIFIED ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DETAILED CV WITH THREE (3) TRACEABLE REFEREES NOT LATER THAN 17:00HRS ON 01st April, 2026 TO THE ADDRESSES BELOW. **IN THE SUBJECT LINE, PLEASE INDICATE THE SPECIFIC POSITION YOU ARE APPLYING FOR AND ENSURE THAT THE APPLICATION IS SCANNED AS ONE PDF DOCUMENT. ONLY THOSE APPLICATIONS THAT REFERENCE THE POSITION IN THE SUBJECT LINE WILL BE CONSIDERED.**

DIRECTOR/CEO
KAFUE GORGE REGIONAL TRAINING CENTRE-KGRTC
P.O. BOX 32774,
LUSAKA
ZAMBIA

Or

DIRECTOR/CEO
KAFUE GORGE REGIONAL TRAINING CENTRE-KGRTC
P.O. BOX 35,
NAMALUNDU, CHIKANKATA,
ZAMBIA.

Or

Through the Email: jobs@kgrtc.org.zm

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

BE AWARE OF FRAUDSTERS, KGRTC WILL NOT ASK FOR ANY PAYMENT IN RESPECT OF THESE REQUIREMENTS.

