



EXAMINATIONS COUNCIL OF ZAMBIA

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced applicants to fill the following vacant position in Examinations Administration Department.

ASSISTANT EXAMINATIONS OFFICER - LOGISTICS G9 (1) ECZ4 HQ

Reporting to the Examinations Officer - Logistics, the Assistant Examinations Officer - Logistics in charge of G9 will provide logistical support and security for activities such as receipt of candidate entries, record keeping, sorting, packaging of examination documents and stationery within the provided guidelines.

DUTIES AND RESPONSIBILITIES

- Verify the correctness of candidate entries
- Receive and check entries from examination centres and make a report
- Make a follow up on any provisional registers that have not been received
- Verifies candidates that are captured on data base against the hard copies
- Carry out Stock taking of the remaining stationery from the previous examination cycle
- Sort, package and dispatch all printed pre-examination materials
- Maintain records of all dispatched documents
- Assist in coordinating training of examiners
- Receive registration documents from Provinces
- Receipt, sort, load and distribute examination materials to the districts
- Distribution of marking documents to the Provinces and marking centres
- Sorting and packaging of marking documents before marking starts
- Resolution of unresolved marks after marking
- Ensure that there is Security awareness to all examination activities that are conducted
- Set targets and agree to performance measures in order to meet the strategic objectives of the institution

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Diploma in Education
- Minimum 2 years Teaching experience, test development or examinations administration experience
- Member of the Teaching Council of Zambia

Applicants who meet the above qualifications are encouraged to submit an application letter, **Verified** copies of Academic and or Professional certificates together with detailed Curriculum Vitae including three (3) traceable referees and day time telephone numbers and copy of NRC. All applications must reach the undersigned not later than **18th May, 2022**.

Please note that only successful candidates will be contacted. Electronic applications will not be accepted.

The Council Secretary
Examinations Council of Zambia
Haile Selassie Avenue, Longacres
P.O Box 50432
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