



## 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 - PROCESSING G12 & GCE (1) ECZ4 HQ**

Reporting to the Examinations Officer - Processing, the Assistant Examinations Officer Processing in charge of G12 and GCE will perform technical duties such as data entry and processing and running of various application software to accomplish work within defined procedure in an efficient and accurate manner.

#### **DUTIES AND RESPONSIBILITIES**

- Effect any amendments on candidate entries accordingly upon verification
- Produce reports on the estimated stationary required to print pre-examinations materials
- Generate and prints, attendance registers, and print various reports
- Produce various reports for dispatch and delivery of examination material
- Train would be users of new application software
- Participate in the marks capturing process
- Back up the data entered
- Verify that all accessories for use during marking are requested and well-kept during and after marking
- Manage the flow of data and ensure that all the centres are captured
- Submit the final report of the marks capture in soft copy of the marks to the Centre Co-ordinator
- Coordinates the scanning process, and enter resolved missing marks
- Keep records of scanned images and prints results listings.
- Attend to candidate registration queries
- Update the database after resolutions of queries
- 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 Computer Studies or ICT
- Minimum 1 year experience working in ICT

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 **18<sup>th</sup> 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  
**LUSAKA**