



EXAMINATIONS COUNCIL OF ZAMBIA

EMPLOYMENT OPPORTUNITY

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

STENOGRAPHER (1) ECZ4 LUSAKA SERVICE CENTRE

Reporting to the Manager Service Centre, the Stenographer will provide secretarial services to the Service Centre.

DUTIES AND RESPONSIBILITIES

- Type all official correspondence
- Type certificates, statements of results and Diplomas
- Take dictation
- Ensure second copies for all typed/printed certificates, statement of results and Diplomas are filed
- Receive visitors and guests on behalf of the Service Centre
- 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
- Certificate in Secretarial Studies
- Typing Speed of 80/55 WPM
- Minimum 2 years relevant experience
- Member of Professional Secretaries Association 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
LUSAKA