



EXAMINATIONS COUNCIL OF ZAMBIA EMPLOYMENT OPPORTUNITY

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983, Chapter 137 of the Laws of the Republic of Zambia to set and conduct Examinations and award Certificates and diplomas to successful candidates. The vision of the Council is to be an examining body of excellence.

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position under the Administration Department.

DRIVER (1), GRADE ECZ 6

Reporting to the Transport Officer, the Driver will safely drive institutional vehicles when undertaking official duties including transporting employees, organization clients and ECZ assets as requested.

DUTIES AND RESPONSIBILITIES

- Drives ECZ vehicles to various destinations to carry out official duties
- Prepares accident and theft report and submits to the Transport Officer
- Reports any malfunction of vehicles to the Transport Officer
- Inspects vehicles for official use, checking tyre pressure, oil level indicators and other basic mechanical or electrical elements to ensure compliance with traffic rules
- Transports ECZ assets as requested
- Fuels vehicles and monitors consumption
- Prompts Transport Officer to service, licence and insure vehicles in good time
- Undertakes basic checks and ensures that vehicles are in good road worthy condition
- Maintains service records for ECZ vehicle(s) and ensures regular servicing
- Maintains clean vehicles
- Sets targets and agrees to performance measures in order to meet the strategic objectives of the institution

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Craft Certificate in Automotive Mechanics and Class C with Public Service Vehicle
- Minimum 1 year experience as driver

Applicants who meet the above qualifications are encouraged to submit an application letter, **Verified** copies of Academic and Professional Certificates together with detailed Curriculum Vitae including three (3) traceable referees, copy of NRC and day time telephone numbers. All applications must reach the undersigned not later than **26th October, 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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