



**EXAMINATIONS COUNCIL OF ZAMBIA**  
**EMPLOYMENT OPPORTUNITY**

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position of Administration Manager at the Examinations Council of Zambia Headquarters in Lusaka.

**ADMINISTRATION MANAGER (1), GRADE ECZ 3**

Reporting to the Director Human Resource and Administration, the Administration Manager will effectively manage and maintain the ECZ assets and the provision of transport, printing, security and cleaning services to the satisfaction of all stakeholders.

**DUTIES AND RESPONSIBILITIES**

- Develop and implement administration manuals, policies and procedures.
- Advise staff on Administration policies and procedures.
- Develop and implement health and safety standards.
- Provide inputs in the formulation of project and service contract to ensure satisfactory performance.
- Manage projects and service contracts as per specifications (e.g. expiry of service contracts).
- Manages Security, Transport, Printing, Cleaning and maintenance, and Office Assistance services in order to meet the business expectations.
- Prepares the asset maintenance schedule.
- Prepares and submit monthly and quarterly reports.
- Manage the insurance of all ECZ assets.
- Implement and maintain systems for transport and assets tracking.
- Assess office requirement for various department, sources for office space and ensure optimum distribution.
- Maintain a list of ECZ real estates.
- Ensure clean and healthy working environment.
- Set targets, agrees, monitor and review performance of subordinates to ensure that they meet their performance objectives.

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- School Certificate or its equivalent
- Bachelor's Degree in Human Resource Management, or Public Administration or Business Administration or ICOSA/CGI.
- Minimum 4 years' of Administration or Human Resource experience.
- Member of relevant professional body.

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 **5<sup>th</sup> May, 2023**.

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

The Director Human Resource and Administration  
Examinations Council of Zambia  
Haile Selassie Avenue, Longacres  
P.O Box 50432  
**LUSAKA**