



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 to successful candidates. The vision of the Council is to be an Educational Assessment Body of Excellence.

Applications are invited from suitably qualified and experienced applicants to fill the vacant position at Examinations Council of Zambia Headquarters, on a Permanent and Pensionable basis.

EXAMINATIONS OFFICER - LOGISTICS GRADE 9 (1) ECZ 5 HQ

Reporting to the Senior Examinations Officer – Logistics (Grade 7 & 9), the 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 follow-ups on any provisional registers that have not been received
- Verifies candidates that are captured on the database 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 the training of examiners
- Receive registration documents from Provinces
- Receipt, sort, load and distribute examination materials to the districts
- 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

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Diploma in Education
- Minimum 2 years of Teaching, 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 a detailed Curriculum Vitae including three (3) traceable referees and daytime telephone numbers and a copy of NRC. All applications must reach the undersigned no later than **5th May, 2023**.

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

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