



## 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 Educational Assessment Body of Excellence.

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

#### SANITARY CLEANER – (1), GRADE ECZ 9

Reporting to the Senior Maintenance Officer, the Sanitary Cleaner will provide cleaning services to all Council Offices, ablution blocks, and common areas to maintain the highest standards of cleanliness and hygiene.

#### DUTIES AND RESPONSIBILITIES

- Sweep and mop the floors of the Offices, kitchen and common areas.
- Polish and shine the floors of the officer, kitchen and common areas.
- Dust and polish the office tables, chairs and cabinets.
- Wash crockery and cutlery in all the assigned offices.
- Wash or clean the Office curtains, fixtures and fittings.
- Clean office windows and ensure that they are dried properly.
- Vacuum and shampoo Office carpets and make sure they are dried out thoroughly.
- Wipe down internal walls, doors and window seals to remove dust.
- Empty waste bins and make sure the trash is properly disposed of at the designated collection points.
- Clean the kitchen utensils.
- Maintain cleaning equipment in working order.
- Clean the interior of the office cupboard, file cabinets and bookshelves.
- Distribute office stationery and supplies.
- Clean sanitary accommodation.
- Set targets and agree to performance measures to meet the strategic objectives of the institution.
- Perform any other duties related to the core or operational business of ECZ as assigned by Management or the concerned department through the supervisor.

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- 1 year of experience in House-Keeping or Office cleaning.

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, a copy of NRC and daytime telephone numbers. All applications must reach the undersigned no 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**