



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 positions at the Examinations Council of Zambia Headquarters, on a Permanent and Pensionable basis.

ASSISTANT EXAMINATIONS OFFICER – LOGISTICS (2) ECZ 6 HQ

Reporting to the Examinations Officer – Logistics, the Assistant Examinations Officers - Logistics will be responsible for data entries, loading of candidate data, scanning, making necessary amendments, record keeping and ensuring quality and error-free data within deadline specifications.

DUTIES AND RESPONSIBILITIES

- Verify new centres in the database and ensure they are in the correct districts.
- 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 provisional registers.
- 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 documents for dispatching materials.
- Receive registration documents from Provinces.
- Receipt, sort, load and distribute examination materials to the districts.
- Receive and scan answer cards and store all answer cards by region.
- Sorts out all scripts by centre and region, and dispatch all result listings to according to regions.
- Ensure that there is Security awareness in 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
- Paid up 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, and 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 **17th November 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