



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 candidates to fill the following vacant position at the Examination Council of Zambia Headquarters.

STORES OFFICER – (1), GRADE ECZ 5

Reporting to the Senior Stores Officer, the Stores Officer will assist in delivering the highest levels of material service and promoting stock compliance in line with all organisation regulations and procedures.

DUTIES AND RESPONSIBILITIES

- Issue requested items to all end users timely.
- Keep stock in a clean and tidy conducive working environment.
- Issue fuel to all pool vehicles and stationed generator sets to ensure the smooth running of ECZ programmes.
- Assist supervisor in identifying stock levels, discrepancies and obsolete items.
- Participate in monthly and quarterly stock-take exercises, and identify and investigate variances in physical bin cards and system balances.
- Advise the Senior Stores Officer on stock levels and on available storage capacity to ensure economic storage and economic availability of items.
- Maintain all stock records cards and bin cards.
- Maintain office inventory registers.
- Undertake timely filing of all store documents in order to prepare a paper trail for audit.
- Facilitate inspection of all incoming stock items in conjunction with the users.
- Maintain the safety and security of items in accordance with the public store regulations.
- Maintain maximum utilisation of space storage in an economical and efficient manner.
- Prepare monthly reports and submit reports to the supervisor to determine consumption rates and replenishment.
- Set targets and agree to performance measures to meet the strategic objectives of the institution.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- CIPS Level 5
- Minimum of 2 years' experience in Supply Chain
- Affiliate member of ZIPS & CIPS

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 **17th November 2023**.

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

The Director Human Resources and Administration
Examinations Council of Zambia
Haile Selassie Avenue, Longacres
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