



EXAMINATIONS COUNCIL OF ZAMBIA

EMPLOYMENT OPPORTUNITY

The Examinations Council of Zambia (ECZ) was established by an Act of Parliament No. 15 of 1983 (as amended in 1994), Chapter 137 of the Laws of Zambia, repealed and replaced by the Examinations Council of Zambia Act No. 3 of 2023 whose mandate is to prepare and administer examinations and award certificates to candidates who pass the examinations. 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.

SECURITY GUARD (2), GRADE ECZ 8
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Reporting to the Security Officer, the Security Guards will protect ECZ staff, property and information for the benefit of all stakeholders.

DUTIES AND RESPONSIBILITIES

- Screen all clients that come to ECZ premises.
- Conduct Patrols within the ECZ premises.
- Record the in and out movements of ECZ vehicles.
- Record the activities of the day in the Occurrence Book.
- Maintain visitors' book.
- Conduct investigations as and when required.
- Witness the destruction of all disposable ECZ materials.
- Set targets and agree to performance measures to meet the strategic objectives of the institution.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent.
- Certificate in Basic Security Training.
- Minimum of 1 year experience.

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 **22nd March 2024**.

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
P.O Box 50432

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