



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(ECZ) was established by an Act of Parliament No. 15 of 1983 (as amended in 1994), Chapter 137 of the Laws of Zambia, repealed and replaced by the Examinations Council of Zambia Act No. 3 of 2023 whose mandate is to prepare and administer examinations and award certificates to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

TYPESETTER – (1), GRADE ECZ 5

Reporting to the Senior Typesetter, the Typesetter will typeset school and tertiary examination question papers, examination materials and other related documents.

DUTIES AND RESPONSIBILITIES

- Receive examination question papers from Senior Typesetter
- Typeset examination materials according to set standards and timeframes.
- Typeset examination materials at the following levels: Grade 7, Grade 9 (Internal and External), School Certificate, General Certificate of Education, Early Childhood Teacher's Diploma, Primary School Teacher's Diploma, and Junior Secondary Teacher's Diploma.
- Typeset the materials in the assigned subjects as follows: Question Papers, Marking Keys and Schemes, Pre-test Papers, Chief Examiners report, Question papers in enlarge print and braille, Instruments for other assessment activities (i.e., National Assessments and School Based Assessments).
- Produce camera ready copies and submit them to the Senior Typesetter.
- Keep track of documents under different stages of typesetting.
- Maintain and keep a proper record of all assigned work.
- Undertake timely backups and secure the typeset work.
- Effect amendments to the proof-read documents.
- Effect the modifications to parallel question papers.
- Adhere to security protocols for the unit.
- Set targets and agree to performance measures to meet the strategic objectives of the institution.
- Perform any other duties related to your roles or departmental-functions as assigned by the supervisor.
- Perform any other duties related to the core or operational business of ECZ as assigned by Management or concerned department through the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Diploma in a Social Science or Computer Studies or Graphic Design or Typesetting.
- Certificate in Graphic Design or Typing or Typesetting.
- Minimum two (2) years of work experience in Typesetting or Graphic Designing or Typing.

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 **25th July 2025**.

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
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P.O Box 50432
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