



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(ECZ) was established by an Act of Parliament No. 15 of 1983 (as amended in 1994), Chapter 137 of the Laws of Zambia, repealed and replaced by the Examinations Council of Zambia Act No. 3 of 2023 whose mandate is to prepare and administer examinations and award certificates to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

DRIVER (1), GRADE ECZ 8

Reporting to the Transport Officer, the Driver will safely drive institutional vehicles when undertaking official duties including transporting employees, organization clients and ECZ assets as requested.

DUTIES AND RESPONSIBILITIES

- Drives ECZ vehicles to various destinations to carry out official duties
- Prepares and submits accident and theft reports promptly to the Transport Officer when incidents occur
- Reports any vehicle defects, malfunctions, or maintenance needs to the Transport Officer immediately
- Conducts routine inspections before trips, including checks on tyre pressure, oil and fluid levels, brakes and lights to ensure vehicle roadworthiness
- Assists in the safe transportation of ECZ assets and official documents
- Fuels vehicles as needed and monitors fuel consumption to ensure efficiency
- Prompts Transport Officer in advance of vehicle licensing and insurance renewals to ensure compliance
- Performs basic maintenance checks and ensures vehicles are regularly serviced in accordance with manufacturer or ECZ schedules
- Maintains up-to-date service and maintenance records for assigned vehicles
- Keeps vehicles clean, both inside and out, to maintain a professional image of the organization
- Sets targets and agrees to performance measures in order to meet the strategic objectives of the institution

MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent
- Craft Certificate in Automotive Mechanics and PSV Drivers License
- Minimum 1 year experience as driver

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 **16th September 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
Haile Selassie Avenue, Longacres
P.O Box 50432

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