



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(ECZ) was established by an Act of Parliament No. 15 of 1983 (as amended in 1994), Chapter 137 of the Laws of Zambia, repealed and replaced by the Examinations Council of Zambia Act No. 3 of 2023, whose mandate is to prepare and administer examinations and award certificates to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

#### APPLICATIONS DEVELOPER – (1), GRADE ECZ 5

Reporting to the Senior Applications Developer, the Applications Developer will analyze system requirements and design, code, and test programs to conform to established specifications and good design principles. Also, to provide support to users of examination processing software tools and undertake IT-specific procedures/tasks.

#### DUTIES AND RESPONSIBILITIES

- Prepare, update, modify, and manage technical specifications for in-house developed systems
- Produces requirement specifications, system design, and user manuals for all the developed systems.
- Pilot newly developed systems before implementation
- Prepare Gap Analysis documents after implementation of systems
- Design coding structures to fit in all developed systems
- Test systems using test plans and gap analysis
- Prepare technical documentation of developed systems.
- Provide technical support to examination processing users on the usage of all software
- Conduct training for users of examination processing on the usage of all software
- Observe, troubleshoot, test, diagnose, and resolve faults in the software
- Identify skills levels among system users and propose tailored training or other interventions;
- Establish user requirements and write proposals/recommendations to the Supervisor;
- Logs support queries in the Inquiry Logging System and maintains full documentation;
- Set targets and agree on performance measures to meet the strategic objectives of the institution.

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- School Certificate or its equivalent.
- Minimum two (2) years of work experience
- Diploma in Computer Science or IT.
- Member of ICTAZ with a valid practicing license.

Applicants who meet the above qualifications are encouraged to submit an application letter, **verified** copies of Academic and Professional Certificates, together with a 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 **29<sup>th</sup> December 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

**LUSAKA**