



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(ECZ) was established by an Act of Parliament No. 15 of 1983 (as amended in 1994), Chapter 137 of the Laws of Zambia, repealed and replaced by the Examinations Council of Zambia Act No. 3 of 2023 whose mandate is to prepare and administer examinations and award certificates to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 from suitably qualified candidates are invited to fill the following position at the Examinations Council of Zambia Headquarters or Lusaka Service Centre.

GRADUATE TRAINEES (FINANCE) – (3), GRADE ECZ 6

Reporting to the Assistant Accountants, the Graduate Trainees will ensure receipt of all revenues from Service Centres is efficient and prepare payments in order to promote efficiency.

DUTIES AND RESPONSIBILITIES

- Guide clients on the available payment methods and service codes.
- Raise receipts for all payments received at the service centre.
- File receipts and bank deposit slips together with respective daily cash reports.
- Display approved Council service charges at the Service Centre.
- Compile daily, monthly, quarterly and annual Service Centre cash reports.
- Reconcile daily cash revenue reports from the bank with the issued receipts.
- File all processed receipts with necessary supporting documents in an orderly manner.
- Prepare payment vouchers
- File payment vouchers with all supporting documents including receipts where required.
- Set targets and agree to performance measures in order to meet the strategic objectives of ECZ.

MINIMUM REQUIREMENTS

- Zambian National
- School Certificate or its equivalent
- CA Zambia Knowledge Level or its equivalent
- Obtained the qualification with merit or distinction
- At least a Technician of ZICA
- Must not be more than 25 years old

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 November 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

LUSAKA