



ELECTORAL COMMISSION OF ZAMBIA

JOB ADVERTISEMENT

The Electoral Commission of Zambia will embark on Registration of Voters this year. The Commission seeks to recruit qualified and experienced Zambian nationals to fill the positions of Technical Support Officers in all the constituencies across the country for a short term period.

TECHNICAL SUPPORT OFFICERS (TSO)

PURPOSE OF THE JOB

To provide first level technical support to Voter Registration Officers in their respective districts to ensure that the Commission meets its strategic and operational objectives effectively and efficiently.

REPORTING ACCOUNTABILITY

The Technical Support Officer will report to the District Electoral Officer (DEO) in the respective district.

KEY RESPONSIBILITIES

1. Maintain all Voter Registration Kit components.
2. Troubleshoot and resolve Computer Operating System and Printer problems.
3. Take weekly Backups of Voter Registration Data.
4. Ensure secure storage of Voter Registration Kits and Backups.
5. Provide any other technical support to Voter Registration Officers in the field.
6. Capture and update electoral spatial data using various tools such as Digitizing table and Global Positioning System (GPS) in accordance with the Commissions data quality standards.
7. Provide accurate weekly reports to ECZ Headquarters on Voter Registration Statistics and deployment plans.

QUALIFICATIONS AND EXPERIENCE

1. Diploma/Advanced Diploma in Information Technology, Computer. Science, Electronic Engineering or equivalent.
2. Full Grade 12 Certificate.
3. Two (2) years proven experience in working with Information and Communication Technologies (ICTs).
4. Must be a member of the Information & Communication Technology. Association of Zambia (ICTAZ).

PERSONAL ATTRIBUTES FOR THE POSITION

1. Non-partisan.
2. Honest and reliable with high moral strength.
3. Innovative and proactive.
4. High degree of attention to detail.
5. High degree of integrity.
6. Tact and diplomacy.
7. Ability to work with minimum supervision.
8. Self-starter

SKILLS REQUIRED FOR THE POSITION

1. Good inter-personal and communication skills.
2. Good report writing and general written and oral presentation skills.

Interested candidates should send their application letters accompanied by copies of their academic, professional qualifications and detailed Curriculum Vitae (CV) in **PDF format**, clearly indicating **current district of residence**, to the addresses below not later than **Friday, 11th July, 2025**.

Applicants must be willing to work in any district in Zambia.

The Chief Electoral Officer,
Electoral Commission of Zambia,
Elections House, Haile Selassie Avenue,
P. O. Box 50274,
LUSAKA.

or

Email: tso.recruitment@elections.org.zm