



ELECTORAL COMMISSION OF ZAMBIA

JOB ADVERTISEMENT

The Electoral Commission of Zambia seeks to recruit a qualified and experienced Zambian citizen to fill the vacant position of an Auto Electrician.

PURPOSE OF THE JOB

To install, maintain, diagnose and repair electrical systems in light and heavy duty vehicles.

REPORTING ACCOUNTABILITY

The Auto Electrician will be reporting to the Mechanical Foreman.

KEY RESPONSIBILITY

- Diagnose, repair and maintain electrical systems in light and heavy duty vehicles;
- Read and interpret fault codes using diagnosis machine, able to read technical diagrams and conduct repairs;
- Undertake repairs on stand-by power generators and auto mobile equipment;
- Able to produce detailed monthly reports as may be assigned by the supervisor;
- Ensure that maintenance work is carried out in accordance with system and safety regulations to avoid accidents;
- Conducts routine preventive maintenance of vehicles to identify and pre-empt potential failures;
- Be able to travels to repair and retrieves broken down vehicles at any time when required
- Maintains record of workshop equipment, servicing and repairs done on each vehicle in accordance with Asset Management Policy;
- Assists vehicle maintenance vendors with repairs by providing information as required; and
- Perform mechanical repairs on motor vehicles, generators and any other equipment as assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

1. Full Grade 12 Certificate or equivalent.
2. Craft Certificate in Auto Electrical or its equivalent.
3. Experience in Automotive Mechanics.
4. Class C Driver's License.
5. Minimum of three (03) years post qualifying relevant experience.

OTHER SKILLS

- Organizational and leadership skills
- Planning and organizing skills
- Excellent communication skills
- Paying attention to detail

PERSONAL ATTRIBUTES FOR THE POSITION

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

Interested candidates should send their applications (clearly indicating the position on the envelope) to the undersigned enclosing detailed Curriculum Vitae (CV), copies of educational and professional certificates not later than **Friday, 16th May, 2025**.

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

NB: Suitably qualified applicants must provide certificates which have been verified by the Zambia Qualifications Authority (ZAQA).