



ELECTORAL COMMISSION OF ZAMBIA

JOB ADVERTISEMENT

The Electoral Commission of Zambia seeks to recruit a qualified and experienced Zambian citizen to fill the three (03) vacant positions of Chauffeurs.

PURPOSE OF THE JOB

To drive senior Commission officials and VIPs in a safe, courteous and professional manner.

REPORTING ACCOUNTABILITY

The Chauffeurs will report to the Head Driver

KEY RESPONSIBILITY

- Drive senior Commission officials and VIPs in a safe, courteous and professional manner to and from specified locations;
- Maintain cleanliness and routine maintenance checks of the assigned vehicle;
- Plan routes efficiently to avoid delays and ensure timely arrivals;
- Performs daily checks of the vehicle under charge every morning before use, such as checking tire pressure, water, oil etc., as per good driving practice and company standards in order to maintain the vehicle in good serviceable condition;
- Ensures trips are properly authorized, accurately recording all trips and refuelling in the vehicle log book according to company policy or as required by the supervisor and parking only at authorized premises according to Commission policy.
- Ensure confidentiality and security of passengers at all times;
- Assist passengers with luggage and entry/exit from the vehicle;
- Monitor traffic and weather conditions to ensure optimal travel routes;
- Maintain accurate travel logs and mileage records;
- Adhere to all traffic laws and Commission policies;
- Perform any other related duties that the supervisor may reasonably request from time to time.

QUALIFICATIONS AND EXPERIENCE

1. Full Grade Twelve (12) Certificate or its equivalent
2. A minimum of class of Driver's License (C)
3. 5 years' experience in a quasi-government institution and driving VIP
4. Able to drive trucks of greater than 16,000 kg Gross Vehicle Mass (GVM)
5. Knowledge of auto-mechanics.
6. Defensive driving certification will be added advantage

OTHER SKILLS

- Strong interpersonal and communication skills.
- Organizational and leadership skills
- Planning and organizing 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 and demonstrate discretion
4. High degree of integrity.
5. Tact and diplomacy.
6. Ability to work with minimum supervision.
7. Self-starter
8. Professional appearance and demeanor

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, 20th June, 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).