



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 Automotive Mechanic.

PURPOSE OF THE JOB

To service and repair vehicles and generators in order to ensure efficient operations.

REPORTING ACCOUNTABILITY

The Mechanic will be reporting to the Mechanical Foreman.

KEY RESPONSIBILITY

- Conducts repairs, scheduled servicing of light and heavy duty vehicles as well as stand-by and mobile power generators;
- Read and interpret fault codes using diagnosis machine, able to read technical diagrams and conduct repairs;
- 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
- Able to produce detailed monthly reports as may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

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

OTHER SKILLS

- Good computer skills
- Good planning and organizational skills
- Good writing 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).