



## **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 a Stenographer.

#### **PURPOSE OF THE JOB**

To provide effective and efficient secretarial services to staff in the Commission.

#### **REPORTING ACCOUNTABILITY**

The Stenographer will report functionally to the Chairperson/Vice Chairperson/ Commissioner/ Chief Electoral Officer/ Director/ Manager and administratively to the Human Resource Officer.

#### **KEY RESPONSIBILITY**

- Takes dictation using shorthand and thereafter transcribe accurately;
- Receives telephone calls, screens them and refers queries to appropriate staff or accurately takes messages for them;
- Receives and attends to visitors to the Commission with courtesy and efficiency;
- Receives external correspondence, sorts it and directs it to appropriate offices and where necessary drafts responses on routine issues on behalf of the supervisor;
- Keeping a record of movement of office files in order to enhance efficiency and timely attention;
- Maintain mini filing system and ensure security of correspondence under charge;
- Attending to all general enquiries for the office in order to facilitate correct information dissemination and actions;
- Ensured that office requirements such as beverages, stationary etc are available for the respective office; and
- Perform any other related duties that the supervisor may reasonably request from time to time.

## **QUALIFICATIONS AND EXPERIENCE**

1. Full Grade 12 Certificate with credit in English.
2. Certificate in secretarial studies with 80/90 wpm shorthand and 55 wpm typing
3. Minimum of three (03) years post qualifying secretarial experience in a busy office.
4. Must be a registered member of a relevant professional body.

## **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 and professional membership not later than **Friday, 16<sup>th</sup> 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).**