



Position: Office Assistant

Location: Lusaka, Zambia

Reports to: Administrative Officer

The Zambia National Education Coalition (ZANEC) is a Coalition of 93 non-state actors working in the Education and Skills Sector mainly focusing on research, advocacy, social accountability, and member capacity building. Our mission is to serve as a Coalition of education organizations promoting quality and inclusive education for all through research, influencing education policy and building capacities of education CSOs.

Job Purpose

The purpose of this position is to provide effective and efficient support services to all sections of ZANEC by maintaining a clean, safe and healthy work environment, and handle organizational and clerical support tasks.

Principal Duties and Responsibilities

- Cleaning and maintenance of office surroundings, in order to maintain a clean working environment in accordance with statutory hygiene standards
- Photocopying and scanning various documents and assisting staff in collating and/or binding documents when requested.
- Preparing refreshments and meals for staff and visitors.
- Collecting mail from the Post Office, sorting and distribution of incoming and outgoing mail.
- Maintaining and updating files and records.
- Be responsible for ensuring that the ZANEC resource center documents are properly stored and tidy.
- Ensure stores is well maintained and tidy at all times making it easy to retrieve stored away items and stock taking.
- Ensure that all offices are well secured at the close of each business each day.

- Perform any other duties relevant to the business of ZANEC as assigned by the supervisor.

Key Accountabilities

- Maintenance of a clean, safe, healthy and tidy work environment.
- Timely collection and circulation of mail.
- Efficient support services to the entire ZANEC Secretariat.

Required attributes

- Grade 12 certificate with two years experience in similar position.
- Good oral and written skills.
- Ability to operate different types of office equipment
- Good public relations.

How to apply

Interested applicants must send their application letters and complete Curriculum Vitae with full contact details of three referees addressed to:

The Executive Director
Zambia National Education Coalition
P.O. Box 30744
Lusaka
Email: admin@zanec.org.zm or infozanec@gmail.com

Closing date: Wednesday 20th November 2024 at 17.00 hours Zambian time.