



# JOB VACANCY

Zambia Postal Service Corporation (ZamPost) is the national postal service provider. The Corporation exists under the revised Postal Services Act of 2009. The Corporation is inviting suitably qualified candidates to fill the following positions:-

## COUNTER OFFICERS

Department	Operations
Reporting To	Branch Manager - Solwezi
Grade	P4/3
Number of Positions	Two (2)
Work Station	Solwezi

### PRINCIPLE DUTIES

- Make ready and available adequate forms and stationery for public use.
- Accepting and Dispatching of Mail.
- Make his/her counter both inside and public side tidy and clean.
- Note any new instructions concerning his / her counter work etc.
- Remit all cash remaining at the close of each working day to the controlling officer.
- Balance all receipts and payment transactions handled in a particular day.
- Report any serious anomalies encountered during the balancing such as shortages or surpluses to the controlling officer for further verifications and or investigations.
- Be courteous to all members of the public who call for service or enquiries at the counter.
- To carry out any other duties as maybe assigned from time to time.
- Mail pick up and deliveries.
- To carry out any other duties as maybe assigned by the Supervisor.

### PERSONAL ATTRIBUTES AND SKILLS

- Customer service skills
- Thorough and attention to detail.

- Ability to work with minimum supervision.
- Ability to remain calm in stressful situations.
- Ability to accept criticism and work well under pressure.
- Ability to work well with others.
- Good written and spoken communication skills.

### QUALIFICATIONS

- Full Grade Twelve (12) certificate
- Diploma in Business Administration, Economics, or related field.
- At least two (2) years' experience from a similar position.

### MODE OF APPLICATION

All Interested candidates should submit hard copies of application letters with supporting certificates, and a detailed Curriculum Vitae indicating three (3) minimum traceable referees through EMS to the address below:-

The Manager Human Resources  
C/O Area Manager – North Western  
Zambia Postal Services Corporation  
SOLWEZI

The Deadline for receiving applications is  
Friday 3<sup>rd</sup> June, 2022

Zampost is an equal opportunity employer. Only shortlisted candidates will be contacted.