



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:-

POSTMEN / WOMEN

Department	Operations
Reporting To	Supervisor Circulation Branch
Grade	P13
Number of Positions	Five (5)
Work Station	Solwezi, Kabompo, Kasempa and Chavuma

PRINCIPLE DUTIES

- Sorting mail.
- Preparation of dispatches and receiving incoming mails.
- Mail conveyance.
- Office cleaning.
- 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/REQUIREMENTS

- Full Grade Twelve (12) certificate.
- At least two (2) years' experience from a similar position.
- Certificate in Business Administration or related field.
- Licence to drive motorbike will be an added advantage.

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 3rd June, 2022

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