



ALL ONE IN CHRIST

VACANCY ANNOUNCEMENT

POSITION: PERSONAL ASSISTANT TO THE PROJECTS SECRETARY

The United Church of Zambia seeks to recruit suitably qualified and experienced candidate to fill the position of Personal Assistant to support the Projects department through the provision of Secretarial services.

The job holder will be based at the Synod headquarters in Lusaka.

The position of Personal Assistant is of permanent and pensionable tenure.

STATEMENT OF MAIN DUTIES

- a. Typing correspondences for the projects department,
- b. Maintaining the departmental diaries,
- c. Arranging departmental meetings and taking down minutes of meetings as assigned by the supervising officer,
- d. Facilitating for timely implementation of the decisions of the departmental meetings,
- e. Facilitating for travel logistics for departmental members of staff and visitors,
- f. Maintaining the records pertaining to land, buildings and certificates of title deeds,
- g. Ensuring that departmental documents are properly filed for easy of retrieval,
- h. Providing Secretarial services to the Technical Committee on land and coordinating the work of the UCZ Board of Trustees in collaboration with the Property officer/Projects Secretary/Surveyor,

- i. Receiving and channeling client queries to the relevant offices,
- j. Carrying out any other duties as may be assigned from time to time.

QUALIFICATIONS

- a) Grade 12 certificate with 5 'O' levels including English language,
- b) Must be between 25 and 45 years old,
- c) Diploma in Secretarial,
- d) Minimum 5 years' relevant work experience from a reputable organisation,
- e) Must be Computer literate with proficiency in Word, Excel, Power point and other relevant data base packages,
- f) Strong organizational skills,
- g) Must have the ability of task shifting and achieving results for the organisation,
- h) Should have excellent Communicational skills,
- i) Must be able to work with minimum supervision,
- j) Must have experience of working in a multi-cultural environment,
- k) Must have Basic knowledge customer care,
- l) Team player,
- m) Must have the ability of working long hours, and
- n) Must be a devoted Christian and a member of The United Church of Zambia.

MODE OF APPLICATION

Candidates who meet the above criteria should send their applications attaching current curriculum vitae (cv) and contact details of 3 referees to the address below, not later than **28th June, 2022**;

The General Secretary

The United Church of Zambia, Synod Headquarters

P.O Box 50122

LUSAKA

Email: uczsynod@zamnet.zm/admin@uczsynod.org