

THE UNITED CHURCH OF ZAMBIA SYNOD HEADQUARTERS



***“All One In Christ”***

**VACANCY ANNOUNCEMENT – PERSONAL ASSISTANT TO  
MISSION AND EVANGELISM DEPARTMENT**

**TUESDAY, 9<sup>TH</sup> JANUARY, 2024**

The United Church of Zambia is seeking to recruit a suitably qualified and experienced candidate to fill the position of Personal Assistant to be based at The Mission and Evangelism Department in Ndola.

The position of Personal Assistant will be contractual on a renewable tenure of Three (3) years and **The Job Holder will report to The Mission and Evangelism Secretary.**

**STATEMENT OF MAIN DUTIES:**

- Typing correspondence and ensuring proper filing,
- Maintaining the diary of the department and scheduling meetings,
- Receiving and distributing mails for the department,
- Ensuring that office equipment is serviced regularly,
- Handling Petty Cash for the department and facilitating procurement in liaison with the departmental Book Keeper,
- Ensuring that office supplies are available at all times,
- Processing visas and work permits for the expatriate staff,
- Taking down minutes of the departmental meetings,

- Arranging logistics for seminars and workshops,
- Making travel arrangements for employees, partners and other visitors,
- Ensuring the cleanliness of the premises,
- Performing any other duties as assigned from time to time.

**QUALIFICATIONS:**

- Must have a full Grade 12 certificate or equivalent and be between 25 to 40 years' old,
- Must have a Diploma in Secretarial with proficiency in Micro Soft Word, Excel and Power Point,
- Must have typewriting speed of not less than 90 words per minute,
- Must have a minimum of Two (2) years work experience from a reputable organization,
- Must have good command of English Language,
- Must be a committed member of The United Church of Zambia,
- Must have fair knowledge of book keeping,
- Able to work in a team with flexibility of doubling roles, and prioritizing cope of multiple tasks,
- Able to protect the Church's core values and reputation,

**MODE OF APPLICATION:**

Candidates who meet the above qualifications should send the application letters attaching their latest CVs, copies of academic and professional qualifications and day time telephone numbers of three referees to:

The General Secretary  
The United Church of Zambia  
Synod Headquarters  
P O Box 50122  
LUSAKA

Email:

[uczsynod@zamnet.zm/synoduczmed2018@gmail.com/malivetty@gmail.com](mailto:uczsynod@zamnet.zm/synoduczmed2018@gmail.com/malivetty@gmail.com)

The successful candidate is expected to start work on **1<sup>st</sup> February, 2024.**

The Closing date for receiving applications is **19<sup>th</sup> January, 2024.**