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|  | **Description: Size 1 jpeg**  **ZAMBEZI RIVER AUTHORITY** |  |

**JOB OPPORTUNITY**

**MESSENGER (1)**

Zambezi River Authority is seeking a highly motivated, suitably qualified and experienced Zambian National to fill the position of Messenger under the Corporate Services Department, to be based at Kariba House, Lusaka, Zambia

**JOB PURPOSE**

To ensure efficient and effective provision of courier services within and outside the establishment and preparation and serving of refreshments and beverages so as to ensure smooth operations of the Authority

**Under the supervision of the Administrative Assistant, the Messenger will carry out the following key responsibilities:-**

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| 1 | Delivering messages, packages, parcels and other items within the office building at stipulated times |
| 2 | Delivering mail and other items outside the establishment as directed |
| 3 | Cleaning offices, office environment, polishing furniture and tidying up of offices |
| 4 | Preparing and serving refreshments and beverages to employees and visiting officials |
| 5 | Ensuring availability of adequate hygienic toiletries in the conveniences at all times |
| 6 | Ensuring hygiene is always maintained in the conveniences |
| 7 | Operating polishing and hoover machines |
| 8 | Assisting in the performance of day to day office support functions such as photocopying, faxing, switchboard operation and filing of documents |

9 Peforming any other duties within the scope of the job as may be assigned

by the superior from time to time

**QUALIFICATIONS & EXPERIENCE**

**General Education:**

* Three (3) ‘O’ Levels with credits/ “Cs” or better.

**Academic / Professional Qualifications:**

* Nil

**Experience**

* Basic understanding of the job.

**OTHER KEY COMPETENCES**

* Innovative
* Results Oriented
* Quality Oriented
* Communication Skills

**EMPLOYMENT TYPE: Permanent and Pensionable**

***Please take notice that in a quest to ensure that the Authority achieves one of its strategic goals regarding Workplace Gender Equity and Equality, FEMALE candidates are encouraged to APPLY.***

**APPLICATION PROCEDURE**

Written application letters together with detailed CVs and certified photocopies of academic & professional certificates should be forwarded to:

Senior Manager – Human Resource & Administration, Head Office, Kariba House, 32 Chachacha Road, P.O. Box 30233, Lusaka, Zambia:

**CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 28TH JUNE 2023**

***(ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED)***