



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 Temporary Messenger under the Corporate Services Department, for a period of five (5) months to be based at Head Office, 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:-

- 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 Performing 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 8th JANUARY 2026

(ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED)