



## ZAMBIA COMPULSORY STANDARDS AGENCY

### EMPLOYMENT OPPORTUNITY

#### EXTERNAL ADVERT

23<sup>rd</sup> April, 2024

The Zambia Compulsory Standards Agency (ZCSA) is a body corporate created by the Compulsory Standards Act No. 3 of 2017 whose mandate is to inter alia administer, maintain, and ensure compliance with compulsory standards.

The Zambia Compulsory Standards Agency wishes to invite suitably qualified and experienced individuals to fill the vacant position of **Accounts Assistant to be based at Chanida Border Post.**

#### 1. ACCOUNTS ASSISTANT – ZCS 07 ×1 (Chanida)

##### A. KEY RESPONSIBILITIES

- Undertakes timely receipting and banking of revenue in order to facilitate accountability.
- Prepares timely revenue reports in order to facilitate decision making.
- Prepare or update periodically the asset register in order to safeguard public assets.
- Follow up and collect revenue on all outstanding invoices for the Agency on time in order to minimize the trade receivable stock.
- Undertakes timely, development of individual work plans and implementation of Annual Performance Appraisal System (APAS) in order to monitor, evaluate and enhance performance.

##### B. QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES

- Full Grade 12 School Certificate/ or its equivalent
- ACCA Level I/CIMA I/ZICA Technician or its equivalent
- Member of the Zambia Institute of Chartered Accountants
- 3 years' work experience
- Able to write technical report
- Able to communicate fluently in English



- Analytical skills
- Interpersonal skills
- Computer Literate
- Must be of sober mind

If you feel you have the necessary qualifications and personal attributes for the job, please send your application letter together with **certified copies** of your education and professional certificates, NRC and a detailed Curriculum Vitae (CV) by **8<sup>th</sup> May, 2024** to the address below.

The Manager – Human Resource and Administration  
Zambia Compulsory Standards Agency  
Sefalana House, Stand No. 5032, Great North Road  
P.O Box 31302  
**LUSAKA**

*Only shortlisted candidates will be contacted.*

