



EMPLOYMENT OPPORTUNITIES

Bank of Zambia, an equal opportunity employer invites applications from suitably qualified Zambians to apply for the following vacant position:

1.0 LEGAL CLERK, HO (1 POST)

GRADE: BOZ4

Job Purpose

To manage records in the department in order to promote proper storage, maintenance and their effective usage and to file and/or retrieve legal documents at Courts and Public Registries for litigation purposes.

Main Accountabilities

- Process all current records including filing to facilitate proper storage in line with procedures and File Plan;
- Facilitate access to records by authorised users to promote prompt decision making;
- Create and maintain current register of all files created for purposes of accountability;
- Identify changes in functional areas and propose updates on the Departmental File
- Plan to reflect new developments;
- Process inactive records to facilitate their systematic transfer to secure secondary storage areas;
- Conduct records inventory from time to time as input into records management activities;
- File and/or retrieve various legal documents at courts and public registries timely to ensure compliance with deadlines;

- Serve various legal documents on parties to facilitate litigation efficiently;
- Conduct searches at various court registries and check for legal process at various courts;
- Filing various legal documents before various courts, tribunals and registries; and
- Effecting legal service of court documents upon various parties.

Qualifications and Experience

- Diploma in Records Management with one (1) year relevant experience
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better)

Key Knowledge and Attributes

- Good understanding of records management and registry functions.
- Conversant with records management procedures.
- Good communication and interpersonal skills.

CONDITIONS OF SERVICE

Bank of Zambia Conditions of Service will apply. Please note that the position is on a Fixed Term Contract of Employment for three (3) years and renewable subject to good performance.

Only candidates who meet the above role specifications should apply enclosing their detailed curriculum vitae and certified photocopies of certificates to the undersigned not later than Tuesday 5th March 2019.

For more information, visit: www.boz.zm.

Women are encouraged to apply. Only shortlisted candidates will be contacted.

Director – Human Resources

Bank of Zambia

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