



EMPLOYMENT OPPORTUNITIES

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

MANAGER – VAULTS MANAGEMENT (HO) (1 POST)

GRADE: BOZ 6

Job Purpose

To plan, monitor, control, and co-ordinate operations of the vaults in the Bank of Zambia to ensure that currency and valuables are fully secured.

Main Accountabilities

- Receive and pay authorized amounts of cash to and from commercial banks and Subchests so that the demands of the economy are met.
- Carry out monthly stock taking of cash in the vaults in order to facilitate reconciliations.
- Check the accuracy of transactions entered in respect of movements of cash and other approved non – cash items in the Vaults in order to have accurate records.
- Carry out inspections of the Sub-chest in order to ensure compliance with the procedures and guidelines.
- Prepare monthly Vaults management reports, and other reports as requested by management in order to avail management with information for control and decision making.
- Plan on the distribution of banknotes and Vaults operations in order to ensure proper utilization of resources.

Qualifications and Experience

- MSc/MA/MBA in Banking and Finance; Accountancy; Business Administration or equivalent with 5 years relevant experience in a Commercial Bank/ Central Bank at middle management level.
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better)

Key Knowledge and Attributes

- Must be computer literate.
- Analytical skills
- Flair with numbers

CONDITIONS OF SERVICE

Bank of Zambia Conditions of Service will apply. Please note that all the positions are on 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 Monday, 17th September 2018. For more information, visit: www.boz.zm.

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

Director – Human Resources

Bank of Zambia

Bank Square

P.O BOX 30080

Lusaka