



LUSANGAZI TOWN COUNCIL

CIVIC CENTRE
VILLAGE 18, UKWIMI ROAD
P.O. Box 560151
LUSANGAZI, ZAMBIA

All correspondence to be addressed to
The Council Secretary
Tel: +260 950 825 258
Email: lusangazitowncouncil@gmail.com
Lusangazi – Zambia

In reply please quote
LTC/101/1/1

Lusangazi Town Council is inviting applications from suitably qualified Zambians from between the ages of 18 to 45 Years who are dynamic, self-motivated, and pro-active to fill in **Two** (02) positions of Office Assistant and one (01) Data Entry:-

1. Position Title: Office Assistant

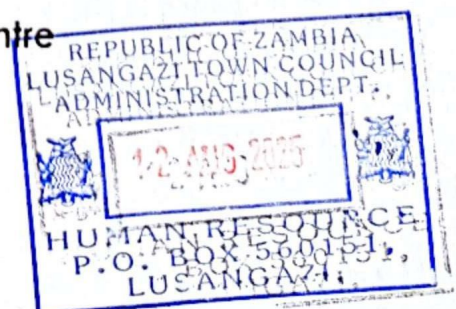
Job Description

- * Clean regularly, office in order to ensure a clean and conducive working environment.
- * Washes and clean timely and regularly, utensils in order to make them hygienic for use.
- * Carries out timely, errands from officers in order to ensure smooth operations of Council work.
- * Reporting to the Administrative Officer

Required qualifications

- i. Grade Twelve (12) General Certificate of Education
- ii Pleasant interpersonal skills
- iii. Good interpersonal and communication skills

Work Station: Lusangazi Town Council Civic Centre



2. Position Title: Data Entry Clerk

1. Job Description

- * Undertakes efficiently data capture activities in order to facilitate production of information.
- * Undertakes accurately the validation of all captured data in order to facilitate production of correct information
- * Reporting to the System Analyst

Required qualifications

- Grade Twelve (12) General Certificate of Education
- Certificate in Computer studies or Equivalent
- Pleasant interpersonal skills
- Good interpersonal and communication skills

Clearly mark the application letter with the name of the job being applied for. Interested Zambian citizens should send their application letters with their contact numbers not later than 16th August, 2025 to:

The Council Secretary
Lusangazi Town Council
P O Box 50151
Lusangazi district
LUSANGAZI

Please note that only shortlisted candidates will be contacted.



Daka Joshua

**ACTING DIRECTOR OF HUMAN RESORCE AND
ADMINISTRATION**

For/COUNCIL SECRETARY

