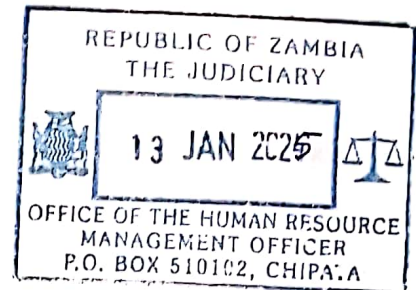


**REPUBLIC OF ZAMBIA  
JUDICIARY  
EASTERN PROVINCE**



**JOB ADVERTISEMENT (EXTERNAL)**

The Judiciary is an independent arm of Government established under Part VIII of the Constitution (Amendment) No. 2 of 2016. Its mission is "To administer justice to all in an independent, impartial, competent and timely manner". In order to improve service delivery, the Judiciary under Eastern Province is inviting applications from suitably qualified candidates to be considered for the following positions:

1. **ASSISTANT COURT CLERK:** Salary Scale JSS 03 X 1 Positions (Annual Basic Salary of **K63, 043.58**), to be based at Magodi Local Court in Chasefu District.

**JOB PURPOSE**

To undertake the recording of court proceedings and maintenance of all financial and court records in order to facilitate the administration of justice.

**PRINCIPAL ACCOUNTABILITIES**

- To undertake effectively the recording of court proceedings in order to facilitate the maintenance of an accurate record;
- To undertake periodically production and compilation of Court Returns in order to facilitate decision making;
- To Undertake timely preparation of the Cause List in order to provide information on matters coming up in Court;
- To Undertake the storage and presentation of exhibits in order to facilitate adjudication;

- To Undertake timely the preparation of documentation for appeals to appellate Courts in order to facilitate the administration of justice;
- To undertake effectively the conducting of interviews with potential litigants in order to establish the nature of their cases;
- To Undertake timely banking of collected fees and
- To undertake timely the preparation of books of accounts in order to facilitate accountability for public funds.

### **QUALIFICATIONS AND MINIMAL PRE-WORK EXPERIENCE**

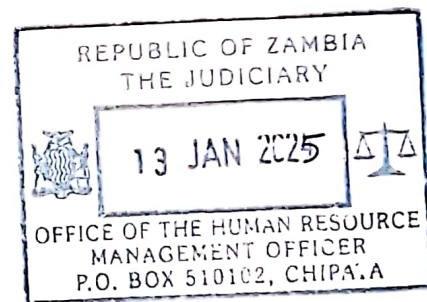
- Full Grade 12 Certificate with at least 5 O'level credits or better including English.
- Must be between 18 and 44 years.

### **ORAL / COMMUNICATION SKILL**

Must be Able to communicate effectively in English and ability to write case records.

### **OTHER SKILLS AND ATTRIBUTES**

- Confidentiality
- integrity
- Inter-personal Skills
- Maturity
- Knowledge of the Local Language
- Sober minded
- honesty



2. **LOCAL COURT MESSENGER:** Salary Scale JSS 03 X 2 Positions (Annual Basic Salary of **K63,043.58**), to be based at Mphezeni and Phikalamaza Local Courts in Chipata and Chasefu Districts respectively

### **JOB PURPOSE**

To undertake effectively the service and execution of Court processes in order to facilitate administration of justice.

## PRINCIPAL ACCOUNTABILITIES

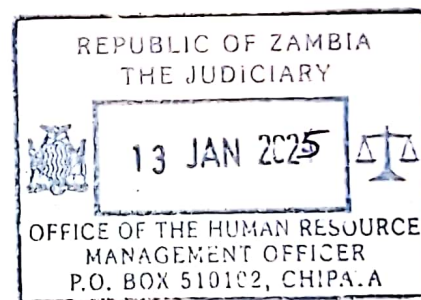
- To Undertake effectively the service of the Court processes and execution of Court orders in order to facilitate Court process and enforce Court judgments;
- To Ensure that there is order and security during Court processes and proceedings;
- To Make external contacts with litigants and Police on matters relating to Court processes and arrests and
- To arrest those found wanting by the Court.

## QUALIFICATIONS AND MINIMAL PRE-WORK EXPERIENCE

- Full Grade Twelve (12) School Certificate with at least Five (5) 'O' level credits or better including English.
- Must be between 18 and 44 years.

## OTHER SKILLS AND ATTRIBUTES

- Integrity
- Confidentiality
- Good Interpersonal skills
- Excellent Communication Skills
- Good writing skills
- Honesty



3. **GENERAL WORKER:** Salary Scale JSS 01 X 02 Positions (Annual Basic Salary of **K59, 241.83**), to be based at Nyimba Subordinate Court and Katete District Office in Nyimba and Katete Districts.

## JOB PURPOSE

To clean and maintain the premises of the institution in order to provide a conducive working environment.

### PRINCIPAL ACCOUNTABILITIES

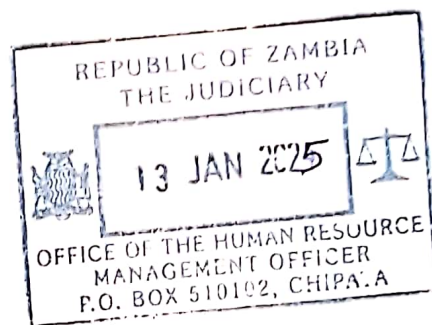
- To Ensure that office surroundings are maintained and cleaned;
- To Landscape the surroundings and
- To generally maintain the premises.

### QUALIFICATIONS AND MINIMAL PRE-WORK EXPERIENCE

- Grade Nine (9) School Certificate. A grade twelve certificate will be an added advantage.
- Must be between 18 and 44 years.

### OTHER SKILLS/ATTRIBUTES

- Energetic
- Honesty
- reliability
- Sober Character
- Confidentiality



4. **OFFICE ORDERLY:** Salary Scale JSS 01 X 01 Positions (Annual Basic Salary of **K59, 241.83**), to be based at Chadiza Subordinate Court in Chadiza District.

### JOB PURPOSE

To clean and maintain the premises of the institution in order to provide a conducive working environment.

### PRINCIPAL ACCOUNTABILITIES

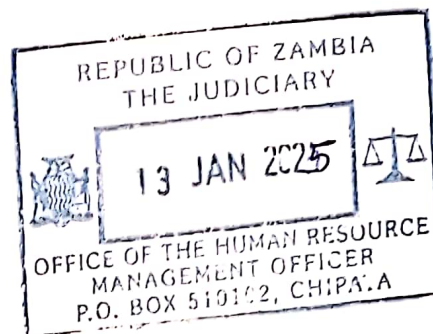
- To Ensure that offices are maintained and cleaned;
- To Landscape the surroundings and
- To generally maintain the premises.

## QUALIFICATIONS AND MINIMAL PRE-WORK EXPERIENCE

- Grade Nine (9) School Certificate. A grade twelve certificate will be an added advantage.
- Must be between 18 and 44 years.

## OTHER SKILLS/ATTRIBUTES

- Energetic
- Honesty
- reliability
- Sober Character
- Confidentiality



5. **WATCHMAN:** Salary Scale JSS 01 X 02 Positions (Annual Basic Salary of **K59, 241.83**), to be based at Chipata II and Petauke Boma Local Court in Chipata and Petauke Districts.

## JOB PURPOSE

To provide security services in order to ensure prevention of crime and loss of property and life.

## PRINCIPAL ACCOUNTABILITIES

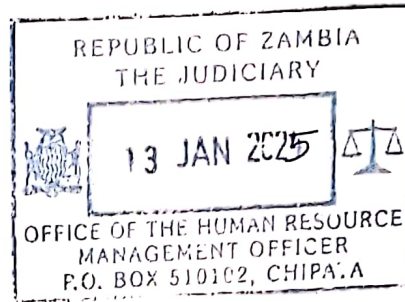
- To Undertake effectively daily guards duties, including patrolling at the court premises and residential properties in order to ensure a secured environment;
- To Undertake regularly the apprehension of offenders in order to maintain law and order;
- To Undertake regularly the updating of the occurrence book in order to ensure that correct entries are made and
- To undertake timely the preparation of incident reports in order to facilitate decision making.

## QUALIFICATIONS AND MINIMAL PRE-WORK EXPERIENCE

- Grade Nine (9) School Certificate. A grade twelve certificate will be an added advantage.
- Must be between 18 and 44 years.

## OTHER SKILLS/ATTRIBUTES

- Energetic
- Honesty
- Reliability
- Sober Character



Interested candidates should submit their handwritten letters together with a typed detailed Curriculum Vitae with three (3) traceable referees, academic certificates and a certified NRC copy to the given below address not later than **Friday 31st January, 2025 at 17:00hours.**

**NB: Validation of Qualifications by Zambia Qualifications Authority is a must.**

The Principal Resident Magistrate,  
For the attention of: The Provincial Human Resource Management Officer,  
Judiciary Eastern Province,  
P.O Box 510102,  
CHIPATA

**Only shortlisted candidates will be contacted!**