

SERENJE TOWN COUNCIL

EMPLOYMENT OPPORTUNITY

JOB ADVERT

Serenje Town Council is looking for suitable qualified locally based applicants to fill up the following positions:

1. POSITION

Bar lady (01)

JOB PURPOSE

To carry out the management of the bar area in order to meet client requirement.

DUTIES	RESPONSIBILITIES
Bar Service	Carries out timely, serving of beverages and snacks in order to meet client requirements
Mis-en-place	Carries out timely, preparation of glassware, and equipment in order to facilitate the operation of the bar
Cashiering	Carries out timely, receipt and billing in order to ensure accountability and revenue collection
Stock Taking	Carries out regularly, stock takes in order to ensure accountability
Cleaning	Carries out timely, cleaning of bar area in order to maintain high sanitation standards

Reports to: Administrative Officer – Commercial ventures

QUALIFICATIONS

- Grade 12 Certificate with five (05) credits or better
- Certificate/Diploma in Hospitality Management or equivalent
- Honest and Hard working
- With very good interpersonal qualities
- 1 Year working experience will be an added advantage

2. POSITION

Drivers (03)



JOB PURPOSE

To drive council vehicles in order to facilitate mobility of officers, materials and equipment.

DUTIES	RESPONSIBILITIES
Driving	Drives safely and regularly, staff on official Council business in order to facilitate attendance to duties.
Accident Reports	Prepare timely, accident reports in order to facilitate decision making.
Log Books	Complete timely, log books in order to enhance accountability of journeys.
Inspection	Undertakes regularly, basic vehicle inspection in order to ascertain its road worthiness.

Reports to: Head Driver

QUALIFICATIONS

- a) Zambian citizen aged between 18 to 45
- b) Grade 12 Certificate
- c) Must be in possession of a Driver's licence class 'C'
- d) Honest and Hard working
- e) With very good interpersonal skills
- f) Able to effectively read and write in English
- g) Two (2) Years working experience will be an added advantage (Recommendations from former employers should be attached)

3. POSITION

Revenue Collectors (02)

JOB PURPOSE

To undertake the collection of all revenues due to the Council in order to finance its operations.

DUTIES	RESPONSIBILITIES
Revenue	Undertakes effectively and efficiently the collection of all revenues due to the Council in order to finance Council's operations.
Accountable Documents	Undertakes effectively the availability and security of accountable documents under the job holder's mandate in order to collect revenue due to the Council and prevent unauthorized access thereto.
Accounting Records	Undertakes timely the preparation and maintenance of accounting records in order to facilitate storage and retrieval of



	financial and accounting information
Performance Management	Implements and manages effectively the implementation of performance management system in order to improve and sustain performance in the section.

Reports to: Accounts Officer – Revenue

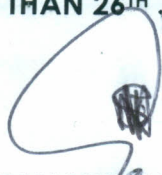
QUALIFICATIONS

- a) Grade 12 School Certificate
- b) Must possess excellent writing skills
- c) Must possess oral communication skills
- d) Other Skills / Attributes
 - ✓ Computer literacy desirable
 - ✓ Confidentiality
 - ✓ Analytical and numerical Skills
 - ✓ Integrity
 - ✓ Ability to work in a multi-cultural environment
- e) Basic Accounting will be an added advantage

APPLICATIONS TO BE SUBMITTED TO THE ADDRESS BELOW.

The Council Secretary
 Serenje Town Council
 P.O. Box 850013
 SERENJE

ALL THOSE INTERESTED SHOULD SUBMIT APPLICATIONS WITH CERTIFIED PHOTO COPIES OF NATIONAL REGISTRATION CARD, ACADEMIC QUALIFICATIONS AND DRIVER'S LICENCE NOT LATER THAN 26TH JANUARY, 2024.



**STAN MWANAKAYAYA
 COUNCIL SECRETARY**



11th January, 2024