



VACANCY ANNOUNCEMENT

Job Title: Records Assistant x 1 (Lusaka)
Reports to: Records Officer
Grade: ERB 7

The Company

The Energy Regulation Board (ERB) is a statutory body established under the Energy Regulation Act No. 12 of 2019 to regulate the energy sector by licensing undertakings and ensuring consumers receive a quality service at an equitable price while ensuring a reasonable rate of return to the energy utilities.

Job Offer

The ERB now seeks to recruit a suitably qualified and experienced Zambian to fill the position of **Records Assistant**.

Job Purpose

To sort out incoming and outgoing mail and filing of other documents following established filing system to facilitate ease of retrieval and reference.

Main Duties and Responsibilities

- Receives all incoming mail/files and classifies them according to established filing systems in order to facilitate easy retrieval
- Scans and electronically files records
- Responding to internal and/or external information enquiries
- Undertakes timely the transfer of semi-active and inactive records to records centers in order to preserve and create space in the registry.
- Ensures appropriate storage of records in order to prevent unauthorized access and destruction.
- Ensures that all returned files are placed back on the shelves within 48 hours
- Circulating files/records internally and externally
- Filing of Documents on appropriate files
- Drafting of memos and letters

Required Skills

- High Confidentiality
- Good interpersonal skills
- Computer literate
- Good communication skills

Minimum Qualifications

- Full Grade 12 Certificate
- Diploma in Records Management/Library Studies/Archives Management
- Two (2) years relevant work experience

How to Apply

Applicants must submit soft copies of application letter, current Curriculum Vitae (with minimum two (2) professional referees,) in **word version** and **certified photocopies** of Grade 12 School Certificate, Certificate in Records Management, and any other relevant professional qualifications to jobs@erb.org.zm; No hard copies will be considered.

The email must state in the subject line: **APPLICATION FOR EMPLOYMENT AS RECORDS ASSISTANT**, must be submitted not later than **Thursday, 4th April, 2024**. The applications must be addressed to:

The Director General
Energy Regulation Board
Plot No. 9330, Danny Pule Road
P.O. Box 37631
LUSAKA

Application deadline: Thursday, 4th April, 2024.

Interest shown in the position will be appreciated but only short-listed candidates will be contacted.