



NYDC JOB ADVERT

Position: Registry Clerk

Term of Employment: Permanent and Pensionable Establishment

Company: National Youth Development Council (NYDC)

Background

The National Youth Development Council (NYDC) is a public institution established by the National Youth Development Council Act of Parliament No. 7 of 1986 as amended by Act No. 13, Cap 144 of 1994. The primary mandate of the Council is to register youth organisations in the country. In undertaking its mandate, the Council further performs the following core functions as outlined in the Act:

1. Advise the Minister on programmes relating to youth development
2. Coordinate youth activities
3. Evaluate and implement youth programmes
4. Assist and encourage organisations interested in youth development in the initiation of youth training and development programmes
5. Initiate, operate and manage non-profit making or profit-making projects in support of youth development and,
6. Perform such other functions as the Minister may, from time to time, direct.

The NYDC seeks to recruit **one (1)** Registry Clerk to perform the below-detailed duties:

MAIN DUTIES
Collection and delivery of documents
Circulation of files and correspondences
Maintains timely and accurate register of mail
Keeps timely inventory of files for storage and retrieval of information
Timely and correct filing of mail

Qualifications and Skills Requirements

- a) Zambian citizen between 18-35 years.
- b) **Minimum Secondary Education:** Full Grade 12 School Certificate - 5 credits or better including Mathematics and English.
- c) **Minimum Vocational/Professional Qualifications:** Certificate in Records Management. A tertiary qualification up to a Diploma will be an added advantage.
- d) **Relevant Job Experience:** Nil
- e) **Communication Skills**
 - i) **Written Skills:** Ability to write reports
 - ii) **Oral Skills:** Ability to communicate effectively in English
- f) **Other Skills/Attributes**
 - Computer literate
 - Confidentiality
 - Integrity
 - Interpersonal skills

Interested candidates should email copies of their CV, qualifications and NRC to info@nydc.gov.zm by **17:00 hrs Monday 9th November, 2020.**

Important Notes:

- Only shortlisted candidates will be contacted.
- The NYDC **does not** request for payments for job openings and such should be considered fraudulent and reported immediately.