



## CHASEFU TOWN COUNCIL

**Advert No. 01 of 2026**

### **JOB OPORTUNITY (DATA ENTRY CLERKS)**

Chasefu Town Council invites applications from suitable qualified and interested individuals for engagement as Data Entry Clerk for the recently rolled out Integrated Constituency Development Management System (ICDMIS) on a three months contract. The Council seeks to engage Ten (10) Data Entry Clerk, with one (01) for each ward in Chasefu District.

### **KEY RESPONSIBILITIES**

Perform data entry and validation tasks to ensure data accuracy

- Minimum Qualification of grade Twelve 12 Certificate
- Must be a Zambian citizen with a Green National Registration Card
- Must have computer skills (possession of ICT qualification will be an added advantage)
- Be aged between 18 and 35 years old
- Must be a resident of Chasefu District

### **PERSONAL ATTRIBUTES**

- a) Must have good writing communication and interpersonal skills

- ▶ Minimum Qualification of grade Twelve 12 Certificate
- ▶ Must be a Zambian citizen with a Green National Registration Card
- ▶ Must have computer skills (possession of ICT qualification will be an added advantage)
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- ▶ Must be a resident of Chasefu District

### PERSONAL ATTRIBUTES

a) Must have good writing communication and interpersonal skills

b) Be able to work with minimum supervision

c) Must be honest, self-driven and motivated

d) Must be sober-minded

e) Must be able to communicate in English and local language

**FEMALE** applicants are encouraged to apply

### APPLICATION GUIDELINES

Applicants who meet the above requirements should submit handwritten applications, accompanied by clear copies of relevant documentation, to the Chasefu Town Council Registry addressed to:

The Council Secretary,  
Chasefu Town Council,  
P.O Box 530282,

**CHASEFU.**

Deadline for submission of the applications is 16th February, 2026 at 17:00 hours.

**Note that only shortlisted applicants will be contacted.**



Eng. Bwalya Kennedy  
**COUNCIL SECRETARY**

