



ZAMBIA TOURISM AGENCY

EMPLOYMENT OPPORTUNITY

The Zambia Tourism Agency (ZTA) is a Statutory Body established under the Tourism and Hospitality Act No. 13 of 2015. The Act mandates the Zambia Tourism Agency to effectively market and promote Zambia as a tourism and travel destination of choice and to regulate the tourism industry.

VACANCY

The Zambia Tourism Agency wishes to invite suitably qualified and experienced Zambian nationals to fill the following vacant position:

1. STORES ASSISTANT (1 POSITION)

Reporting to the Head Finance, the Stores Assistant is responsible for supervising and undertaking storage and distribution of procured goods in order to facilitate effective operations.

Principle Accountabilities:

- Undertakes periodically stock controls in order to facilitate implementation of appropriate interventions
- Undertakes timely and accurately maintenance of records in order to facilitate efficient storage and retrieval of information
- Undertakes regularly, identification and protection of disposable goods in order to create space and promote safety
- Ensures effectively the procurement of goods, services and works to ensure their timely availability.

Qualifications and Experience:

- Full Grade Twelve (12) School Certificate
- Bachelor's degree in Purchasing and Supplies or equivalent
- 1 year experience in stores Management
- Able to write technical and analytical reports
- Computer literate
- Interpersonal skills

Method of Application

Should you closely fit the above requirements and are interested in the position, kindly send your detailed CV and copies of educational and professional certificates (clearly stating in the e-mail

subject line the **POSITION** you are applying for) to: jobs@zta.org.zm. **NOTE:** Physical applications will not be considered. Deadline for receiving applications is **21st July 2025**.