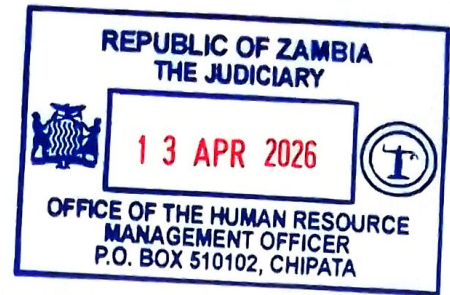
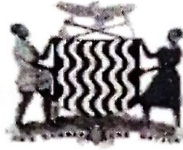


S/N: ADVERT NO.10F 2026



**REPUBLIC OF ZAMBIA
THE JUDICIARY**

EMPLOYMENT OPPORTUNITY

The Judiciary is an independent arm of Government established under part VIII of the Constitution (Amendment) **Act No.2 of 2016**. Its mission is "To administer justice to all in an independent, impartial, competent and timely manner". In order to improve service delivery, the Judiciary is inviting application from suitably qualified and experienced candidates to be considered for the following positions:

1. STENOGRAPHER (JSS06) X1 (ANNUAL BASIC SALARY OF K73, 739.12) TO BE BASED AT CHIPATA SUBODINATE COURT IN CHIPATA DISTRICT

JOB RESPONSILITIES

The successful candidates will be required to report to the Principal Resident Magistrate and will be responsible for the following;

1. Takes accurately dictation in order to facilitate transcribing into mailable correspondence and documents
2. Undertake timely and accurately typing of correspondence and documents in order to ensure production of high-quality standard documents
3. Undertake accurately the recording of proceedings during meetings in order to facilitate preparation of minutes and reports
4. Undertakes daily receiving of correspondence and documents from both internal and external sources in order to ensure appropriate attention and action
5. Undertake timely and accurately the Recording of appointments and assignments in order to ensure attention and action
6. Undertake timely and politely the Receiving and attending to visitors in order to enhance the image of the office;

7. Undertakes effectively the acquisition and serving of beverages and refreshments to officers and visitors in order to extend hospitality ;
8. Undertake effectively desk research and collates data on topical issue in order to facilitate decision making
9. Undertake timely the preparation of office budgets in order to facilitate acquisition of monetary resources and prudent expenditure;
10. Undertake timely the receiving and placement of telephone calls timely in order to facilitate communication;
11. Undertake timely arrangement of travel logistics in order to facilitate movement

MAXIMUM VOCATIONAL/ PROFESSIONAL QUALIFICATIONS

- Full Form V/Grade 12 School Certificate with (5) Credits or better including English.
- Advanced Certificate in Secretarial Studies or equivalent
- Shorthand/typewriting speed of 100/65wpm
- 2years work experience

SKILLS AND ATTRIBUTES

- Ability to write report
- Ability to operate computers and other office equipment
- Ability to communicate effectively in English
- Confidentiality
- Integrity
- Interpersonal skills
- Computer literate
- Diplomacy

2. COURT INTERPRETER (SALARY SCALE JSS 04) X TWO(2) POSITIONS (ANNUAL BASIC SALARY OF K65,310.48) TO BE BASED AT KATETE SUBORDINATE COURT IN KATETE DISTRICT AND PETAUKE SUBORDINATE COURT IN PETAUKE DISTRICT

JOB RESPONSIBILITIES

The successful candidate will be required to report to the Clerk of Court and will be responsible for the following;

- Undertake effectively the interpretation of proceedings in order to ensure that there is understanding between the parties and the bench
- Undertake effectively the administration of oaths in English and local language in order to comply with court procedures.

- Working closely with lawyers, witnesses and defendants to relay information and depositions, hearings and other court cases.
- Take care of exhibits and making them appropriately.
- Maintain the Court dairy.
- Undertake effectively the preparation of monthly and annual returns

MAXIMUM VOCATIONAL/PROFESSIONAL QUALIFICATION

- Full Form V or Grade Twelve (12) School Certificate with five (5) 'O' Level Credits or better.
- Ability to communication effectively
- Ability to communicate effectively in English and three major local language
- Must be between the of 18 and 45 years

OTHER SKILLS AND ATTRIBUTES

- Confidentiality
- Integrity
- Inter-personal skills
- Maturity
- Sober Minded
- Honesty

2. ASSISTANT COURT CLERK (SALARY SCALE JSS O3) X 1 POSITION. (ANNUAL BASIC SALARY OF K63, 043.58) TO BE BASED, AT KATETE BOMA LOCAL COURT OFFICE IN KATETE DISTRICT

JOB RESPONSIBILITIES

The successful candidate will be required to report to the Magistrate in charge at the station and will be responsible for the following:

- To undertake effectively the recording of court proceedings in order to facilitate the maintenance of an accurate record.
- To undertake periodically production and compilation of court returns in order to facilitate decision making.
- To undertake timely preparation of the cause list in order to provide information on matters coming up in court.
- To undertake the storage and presentation of exhibits in order to facilitate adjudication
- To undertake timely the preparation of documentation for appeals to appellate court in order to facilitate the administration of justice.

- To undertake effectively the conducting of interviews with potential litigants in order to establish the nature of their cases.
- To undertake timely banking of collected fees and
- To undertake timely the preparation of books accounts in order to facilitate accountability for public funds.

MAXIMUM VOCATIONAL/PROFESSIONAL QUALIFICATION

- Full Grade 12 Certificate with at least 5' O' level credits or better including English
- Must be between 18 and 44 years.

OTHER SKILLS AND ATTRIBUTES

- Good written and oral communication skills
- Interpersonal
- Integrity
- Confidentiality
- Physically fit
- Knowledge of the Local Language

3. LOCAL COURT MESSENGER (JSS 03 SALARY SCALE) X3 POSITIONS (ANNUAL BASIC SALARY OF K63, 043.58) TO BE BASED AT MAFUTA LOCAL COURT IN MAMBWE DISTRICT, MWASE -LUNDAZI LOCAL COURT IN LUNDAZI DISTRICT AND MWANJABATHU LOCAL COURT IN PETAUKE DISTRICT

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Magistrate-In-Charge at the station and will be responsible for the following duties;

- Undertake effectively the serving of processes and execution of court Orders in order to facilitate the administration of justice.
- Undertake effectively the prosecution of contempt matters in order to facilitate dispensation of justice
- Undertake effectively the provision of security to the local courts in order to facilitate orderliness during the proceedings.

MAXIMUM VOCATIONAL/PROFESSIONAL QUALIFICATION

Full Grade (12) Twelve/Form V Certificate with five (5) credits or better including English

OTHER SKILLS AND ATTRIBUTES

- Good written and oral communication skills
- Interpersonal skills
- Integrity
- Confidentiality
- Physically fit
- Knowledge of the Local Language

4. GENERAL WORKER (JSS O1 SALARY SCALE) X 10 POSITIONS (ANNUAL BASIC SALARY OF 59,625.88) TO BE BASED AT CHIPATA SUBORDINATE COURT IN CHIPATA DISTRICT, CHADIZA SUBORDINATE COURT IN CHADIZA DISTRICT, CHANJE LOCAL COURT IN CHIPANGALI DISTRICT, MALAMA LOCAL COURT IN MAMBWE DISTRICT, MPHAMBA LOCAL COURT IN LUNDAZI DISTRICT, ZUMWANDA LOCAL COURT IN LUMEZI DISTRICT, CHITUNGULU LOCAL COURT IN LUMEZI DISTRICT, CHIKWA LOCAL COURT IN CHAMA DISTRICT, MWANJABATHU LOCAL COURT IN PETAUKE DISTRICT AND MANKHUNGWE LOCAL COURT IN PETAUKE DISTRICT

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Clerk in Charge at the station and will be responsible for the following;

- Undertake regularly the cleaning of offices, in order to make them habitable.
- Undertake effectively the cleaning of eating and drinking utensils in order to make them hygiene for use.
- Undertake effectively the cleaning of toilets and common areas in order to maintain a conducive worker environment.
- Undertake promptly errands from officers in order to ensure smooth operations
- Undertake effectively the Cleaning of the premises in order to provide a conducive working environment.
- Undertake effectively the maintenance of garden in order to create pleasant surroundings.
- Carries out duties as instructed by the supervisor

MAXIMUM VOCATIONAL/PROFESSIONAL QUALIFICATION

Full Grade (9) Certificate with English

OTHER SKILLS AND ATTRIBUTES

- Able to communicate effectively in English
- Energetic
- Confidentiality
- Honesty
- Reliability
- Initiative

1. WATCHMAN (JSS 01 SALARY SCALE) X 4 POSITIONS (ANNUAL BASIC SALARY OF K59, 625.88, TO BE BASED AT CHIPATA SUBORDINATE COURT IN CHIPATA DISTRICT, KATETE SUBORDINATE IN KATETE DISTRICT, KAZIMULE LOCAL COURT IN CHIPATA DISTRICT AND CHADIZA BOMA LOCAL COURT IN CHADIZA DISTRICT.

JOB RESPONSIBILITIES

The successful candidates will be required to report to the Clerk of Court In-Charge at the station and will be responsible for the following;

- Undertake daily Guard duties, including at the court premises and residential properties in order to ensure a secured environment.
- Undertakes regularly the apprehension of offenders in order to maintain law and order.
- Undertake regularly the updating of the occurrence book in order to ensure that correct entries are made.
- Undertake timely the preparation of incident reports in in order to facilitate decision making

MAXIMUM VOCATIONAL/PROFESSIONAL QUALIFICATION

Grade nine (9) Certificate and English

OTHER SKILLS AND ATTRIBUTES

- Honestly
- Confidentiality
- Interpersonal
- Sober Character
- Initiative
- Physically fit

Interested Candidates may send their application along with a copy of their Curriculum Vitae (CV) with three traceable referees, Academic Certificates together with the Certificate of Verification from Zambia Qualification Authority for all qualifications, to the address given below not later than **24th April, 2026, at 17:00 hours**. Only short-listed application who meet the minimum requirements for the vacant positions will be contacted.

The Principal Resident Magistrate,
For the attention of: **The Provincial Human Resource Management Officer,**
Judiciary Eastern Province
P.O Box 510102
CHIPATA

- Only shortlisted candidates will be contacted.
- Kindly note that submission in electronic format will **NOT** be considered.