



JOB OPPORTUNITY (MPULUNGU DISTRICT RESIDENTS)

DATA ENTRY CLERKS (10)

ADVERT NO. 1 OF 2026

MPULUNGU TOWN COUNCIL HEREBY: Invites application suitably qualified candidate to fill (10) Vacant Position of Data Entry Clerks under the Constituency Development Fund (CDF)

KEY RESPONSIBILITY

Perform Data Entry and validation Task

QUALIFICATIONS REQUIREMENTS

- Minimum qualifications of Grade 12 School certificate with Five (5) Credits or better
- Must be a Zambian Citizen with the National Registration Card (NRC)
- Basic Computer skills (Possession of Computer Certificates an added advantage)
- Must be between 18 years and 35 years
- Must be a resident of Mpulungu
- Must possess a smart phone

PERSONAL ATTRIBUTES

- Must have good writing skills and communication skills
- Be able to work with minimum Supervision
- Must be honest, self-driven and motivated
- Must be sober minded

APPLICATION PROCEDURE


Applications should be in your own handwriting.

**ALL APPLICATIONS SHOULD BE ADDRESSED TO
THE COUNCIL SECRETARY**

P.O. BOX 120

MPULUNGU

**THE CLOSING DATE FOR RECEIPT OF APPLICATIONS WILL BE 4th FEBRUARY
2026.**


MILTON SEMMY SAKALA
COUNCIL SECRETARY

NOTE THAT:

- ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED
- INDICATE YOUR PHONE NUMBERS ON YOUR APPLICATIONS
- ATTACH ALL RELEVANT DOCUMENTS TO YOUR APPLICATIONS.

