



**BANK of ZAMBIA**

## **EMPLOYMENT OPPORTUNITIES**

Bank of Zambia, an equal opportunity employer invites applications from suitably qualified Zambians to apply for the following vacant positions:

### **BANKING, CURRENCY AND PAYMENT SYSTEMS DEPARTMENT**

**ASSISTANT MANAGER - CURRENCY RESEARCH AND QUALITY ASSURANCE  
(HO) (1 POST)**

**GRADE: BOZ 5**

#### **Job Purpose**

To generate data on currency related issues in the Currency Division so as to ensure effective creation and maintenance of a comprehensive, reliable and up-to-date statistics on currency related variables, analytical reports and conduct research on currency issues, in fulfilment of the Department's objectives.

#### **Main Accountabilities**

- Collect and maintain a data base of various currency activities and variables to ensure reliable, timely and accurate data on currency related variables.
- Analyse all cash requests and transactions of commercial banks to produce comprehensive, timely and high quality analytical reports.
- Conduct research on currency and other related issues to generate research papers for policy consideration and implementation.
- Collect and update information for the Bank of Zambia website on currency issues in order to provide users of the website accurate, reliable and updated information on currency related issues.
- Receive appropriate feedback on the currency site with a view to making the appropriate improvements where necessary.
- Prepare and/or Consolidate Management reports and Governor's talking notes as may be assigned of acceptable and agreed standard set by the Department.
- Conduct currency surveys and monitor performance of currency in circulation
- Prepare currency forecasts to enable the determination and preparation for re-stocking of currency
- Perform any other duties as may be assigned.

## **Qualifications and Experience**

- BA/BSc/BBA/ACCA/CIMA - Banking, Finance and Economics or equivalent with 3 years' relevant experience.
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better, including English & Mathematics).

## **Key Knowledge & Attributes**

- Good background in management accounting and/or financial research and analysis.
- Computer literate and possess the ability to use modern forecasting techniques.

## **CONDITIONS OF SERVICE**

Bank of Zambia Conditions of Service will apply. Please note that all the positions are on Fixed Term Contract of Employment for three (3) years and renewable.

Only candidates who meet the above role specifications should apply enclosing their detailed curriculum vitae and certified photocopies of certificates to the undersigned not later than **Friday, 26<sup>th</sup> May, 2017**. For more information, visit: [www.boz.zm](http://www.boz.zm).

Women are encouraged to apply. Only shortlisted candidates will be contacted.

**Director – Human Resources**

**Bank of Zambia**

**Bank Square**

**P.O BOX 30080**

**Lusaka**