



BANK of ZAMBIA

EMPLOYMENT OPPORTUNITY

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

REGIONAL OFFICE

GUEST HOUSE CLEANER (RO) (1 POST)

GRADE: BOZ 1

Job Purpose

To undertake all cleaning and housekeeping responsibilities at the Guesthouse in accordance with the Bank's set standards.

Main Accountabilities

- Clean and maintain Guest House Beddings and the surrounding area at all times in order to maintain acceptable standards of hygiene;
- Assist the cooks in ensuring that the kitchen and utensils are kept clean in order to maintain high standard of hygiene;
- Assist Guesthouse supervisor in preparation of budget for all the requirements in the House keeping section;
- Attend to guests request such as provision of fresh air, lighting and heating facilities to ensure that guests remain in comfort;
- Maintain a register of room occupancy for management information and planning;
- Raise Bills for guests to facilitate timely payment; and
- Provide front office reception to the Guests to maintain customer care and loyalty.

Qualifications and Experience

- Certificate in Hotel Management or equivalent.
- Grade 12 School Certificate with a minimum of five (5) 'O' Levels (Credit or better).

Key Knowledge and Attributes

- Good understanding of hotel laws
- Good communication skills
- Innovative
- Ability to maintain and update inventory
- Quick learner

CONDITIONS OF SERVICE

Bank of Zambia Conditions of Service will apply. Please note that the positions are on a Fixed Term Contracts of Employment for three (3) years and renewable subject to good performance.

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 30th May 2019. For more information, visit: www.boz.zm.

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

**The Director – Human Resources
Bank of Zambia
Bank Square
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LUSAKA**