



EMPLOYMENT OPPORTUNITIES

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

PAYMENT SYSTEMS OPERATOR (HO) (1 POST)

GRADE: BOZ 4

Job Purpose

Responsible for the safe, efficient, and reliable operations of Real Time Gross Settlement System (RTGS) and liaising with the ICT department to ensure smooth operation of the system.

Main Accountabilities

- Provide input on enhancements to ZIPSS infrastructure to ensure necessary upgrades to the infrastructure are performed
- Prepare a daily/weekly report on the performance of the RTGS
- Monitor and administer the Zambia Interbank Payment and Settlement System to ensure the system is available and reliable at all times.
- Monitor ZIPSS participant behaviour to ensure Payment System Operation is in line with procedures and rules
- Document and log errors to ensure corrective measures are undertaken.
- Maintains accurate records and logs of down times of the system

- Provide input in the preparation of reports to Management on system disturbances, down times, or any unusual operating condition or action.
- Provide updated information of any significant system events to appropriate recipients
- Establish and maintain accurate data records and filing systems to be used in the production and updating of relevant operational records and reports.
- Liaise with Information Technology to resolve problems on the system.

Qualifications and Experience

- Diploma in Banking and Finance; Accountancy; Business Administration, /ATD/AAT/NaTech, or equivalent with 2 years' relevant experience.
- Grade 12 School Certificate with five (5) 'O' Levels (Credit or better)

Key Knowledge and Attributes

- Knowledge of computing systems operations terminology;
- Proper office methods and practices;
- Personal computing operations and hardware;
- Operational requirements of networked personal computer systems;
- Personal computing applications including Word, Excel, and others;
- Windows/DOS operating systems;
- Modern computer techniques, methodologies, principles, and practices.
- Be flexible and receptive to change.

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 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 Monday, 17th September 2018. For more information, visit: www.boz.zm.

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

Director - Human Resources

Bank of Zambia

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Lusaka