All correspondence should be
Addressed to the Council Secretary

Civic Centre Mozambique Road
P.O. Box, 550023
Email: katetecouncil2013@yahoo.com

PUBLIC NOTICE
KATETE TOWN COUNCIL

JOB OPPORTUNITY (TEMPORARY)

Katete Town Council invites suitably qualified applicants to fill the position of **Temporary Data Entry Clerk** for a period of **three (3) months**.

JOB TITLE: Data Entry Clerk (**20 Positions**)

JOB PURPOSE

To ensure accurate and timely data entry of **Constituency Development Fund (CDF)** applications into the i-CDFMIS, prioritize **2025 and 2026 applications (both approved and rejected)**, and digitize historical data from **2022** to **2026** in order to maintain a complete, accurate, and reliable database.

MAIN REQUIREMENTS

i. Zambian citizen with a **Green National Registration Card (NRC)**.
ii. Grade 12 School Certificate.
iii. Basic smartphone skills.
iv. Computer literate.
v. Aged between **18 and 35 years**.
vi. Able to work under minimal supervision.

DURATION OF CONTRACT

Three (3) months (**February to April, 2026**).

APPLICATION GUIDELINES

All application letters must clearly indicate the position applied for and must be accompanied by a detailed Curriculum Vitae (CV). Applicants must attach **certified copies of relevant credentials**, including:

CamScanner

- National Registration Card (NRC)
- Grade 12 Certificate
- Other academic and professional qualifications

Applications should be delivered to the address below:

The Council Secretary
Katete Town Council
P.O. Box 550023
KATETE

CLOSING DATE : Friday, 6th February, 2026

KATE LEO MUKONDE
COUNCIL SECRETARY

REPUBLIC OF ZAMBIA
MINISTRY OF LOCAL GOVERNMENT
AND HOUSING
KATETE DISTRICT COUNCIL
ADMINISTRATIVE OFFICER
P.O. BOX 550023, KATETE