



PERMANENT MISSION OF THE REPUBLIC OF ZAMBIA TO THE UNITED NATIONS

VACANCY ANNOUNCEMENT

Position Title: Secretary

Location: Permanent Mission of the Republic of Zambia to the United Nations, New York

Application Deadline: 01/08/25

The Mission invites applications from suitably qualified individuals for the position of Secretary.

Job Description:

- Provide administrative and clerical support to the Mission staff.
- Manage correspondence, schedule appointments, and maintain filing systems.
- Prepare reports, memos, and other documents as required.
- Handle telephone calls and greet visitors in a professional manner.
- Assist in organizing meetings, events, and travel arrangements.
- Maintain confidentiality and ensure the smooth operation of office functions.

Minimum Qualifications and Experience:

- High school diploma or equivalent; additional qualifications in Office Administration or Secretarial Studies are an advantage.
- At least 3 years of experience in a similar administrative or secretarial role.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Excellent written and verbal communication skills.
- Legal eligibility to work in the United States.

Desirable Qualities:

- Strong organizational and multitasking abilities.
- Professional demeanor and interpersonal skills.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Discretion and integrity in handling sensitive information.

How to Apply:

Interested candidates should submit the following documents:

1. A cover letter detailing relevant experience.
2. A current resume or CV.
3. Copies of academic and professional certificates.
4. At least two references.

Applications should be sent to:

The Permanent Mission of the Republic of Zambia to the United Nations

Email: un@grz.gov.zm

Subject: Application for Secretary Position