



## NORTHERN TECHNICAL COLLEGE

### Employment Opportunity

The Northern Technical College (NORTEC) invites applications from suitably qualified and interested individuals to fill the following position for a period of one (1) month only:

#### **DATA ENTRY CLERK (04)**

#### **QUALIFICATION/ EXPERIENCE**

- Full Grade Twelve (12) School Certificate
- Proficient in Microsoft office suite (2019, 2021 and Microsoft 365)
- Minimum of 2 years' experience in a similar position
- Certificate in any Information Technology-related programme
- Able to manage ICT peripheral equipment such as Scanners, Printers and UPS
- Demonstrate the ability to work with digital interfaces and student management systems.
- Membership of the Information and Communication Technology Association of Zambia (ICTAZ) will be an added advantage.

Application letters indicating day time contact phone number(s), enclosed with up-to-date CVs and copies of Qualification certificates should be sent to:

**The Human Resources & Administration Manager  
Northern Technical College  
PO Box 250093  
Ndola**

Closing date for receiving applications is 7 January 2026. Only short listed candidates will be contacted.

