



CAREER ADVANCEMENT OPPORTUNITY

Indo Zambia Bank Limited is a Commercial Bank which has been operating in Zambia since 1984 and has a branch network of 48 branches and agencies across the country. The Bank has exciting career opportunities for individuals seeking to grow in the banking and financial services sector.

BANKING OPERATIONS : GRADUATE TRAINEES *25

Job Purpose

We are seeking dynamic and ambitious Trainees to provide administrative, operational and clerical support to the various branches across our entire network and functions, by ensuring accurate processing of documents, data entry, filing, and customer support. Timely execution of assigned duties in line with the Bank's policies, procedures and regulatory requirements. This program is designed to offer recent graduates with hands-on experience and training in the Bank.

Location: Chinsali, Lundazi, Mungwi, Kasama, Mungwi, Mansa, Solwezi, Kalumbila, Kapiri Mposhi, Livingstone, Mongu, Kaoma, Nyimba, Chipata, Zimba, Choma, Kafue, Ndola, Kitwe, Chingola, Chililabombwe, Kasama, Kabwe, Mazabuka, Pemba, Kalomo, Luangwa, and Lusaka. Candidates residing in these geographical areas are encouraged to apply.

Key Responsibilities

- To be trained in screening of loan applications within their risk acceptance criteria.
- To be trained in preparation of reports and monthly returns.
- To be trained in preparation of monthly performance reports on loans disbursed.
- To be trained in preparation of reports on loan performance.
- Following up on non-performing loans.
- Supporting the retail and SME teams in identifying new business opportunities and promoting the bank's products and services to potential clients.
- To be trained in preparation of periodic reports on customer feedback, business development activities, and market trends.
- Achieve account opening and alternative channel distribution targets
- To receive, process and file documents and correspondence accurately and timely.
- To be trained in Data entry and updating records within the bank's systems and databases.
- Handle internal and external customer queries professionally.
- Support day-to-day operational activities.
- Assist with photocopying, scanning of documents.
- Maintain confidentiality of customer and Bank information at all times.
- Participate in compliance reviews and audits.
- Perform any other duties assigned by supervisors or management.

Qualifications and Experience

- Grade 12 Credit or above in 5 subjects, mandatory in Mathematics and English.
- Degree in Business, Banking and finance, Business administration, accounting, Information technology or a relevant field or professional qualification from a recognized university.
- Must be between 20 and 27 years of age.
- Relevant banking qualifications will be an added advantage.
- Relevant banking experience will be an added advantage.
- Membership to a relevant professional body will be an added advantage.
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APPLICATION PROCESS

Applications should be submitted online via the following link: [APPLY HERE](#), clearly indicating the position being applied for. Please ensure that you upload clearly scanned copies of your Curriculum Vitae, Certifications, and other supporting documents.

Physical applications will NOT be accepted. The closing date for applications is **5th July, 2026**.