

Application Letter for Polling Assistant in Zambia

ECZ Sample Letter & Complete Guide 2026

Disclaimer: Requirements may change each electoral cycle. Always confirm current ECZ requirements with your district council before submitting.

Quick Copy-and-Paste Application Letter

[Your Full Name]
[Your Address, District]
[Phone Number] | [Email Address]
[Date]

The District Electoral Officer
[District Council Name], [District]

RE: APPLICATION FOR THE POSITION OF POLLING ASSISTANT

Dear Sir/Madam,

I wish to apply for the position of Polling Assistant under the Electoral Commission of Zambia (ECZ) for the upcoming election process.

I am a Zambian citizen holding a valid National Registration Card (NRC) and am a registered voter in [District Name]. I hold a Grade 12 School Certificate and have good communication, record-keeping, and interpersonal skills that would enable me to perform the duties of a Polling Assistant effectively.

I am a hardworking, honest, and non-partisan individual committed to supporting free and fair elections. I am willing to attend all required training sessions and serve at any polling station within [Ward Name] ward if selected.

Attached are copies of my NRC, voter registration details, Grade 12 certificate, curriculum vitae, and other supporting documents for your consideration.

I would appreciate the opportunity to contribute to the successful conduct of elections in [District Name].

Yours faithfully,

[Your Full Name]
[Phone Number]
[NRC Number]

Who Qualifies to Apply?

- Zambian citizen with a valid green National Registration Card (NRC)
- Registered voter in the district you are applying in
- Grade 12 Certificate with passes in English and Mathematics
- Non-partisan — not holding a position in any political party
- Clean criminal record
- Physically and mentally fit to work extended hours

A diploma or degree is not compulsory but strengthens your application. Basic ICT skills are also an advantage.

Detailed Sample Application Letter

[Your Full Name]

[Street Address], [Town/Township], [District]

[Phone Number] | [Email Address]

[Date]

The District Electoral Officer

(Town Clerk / Council Secretary)

[Name of District] Council, P.O. Box [Number]

Subject: Application for the Position of Polling Assistant — [Ward Name] Ward

Dear Sir/Madam,

I am writing to apply for the position of Polling Assistant as advertised by the Electoral Commission of Zambia. I am a Zambian citizen and registered voter in [Your District], and I am committed to supporting a free, fair, and credible electoral process.

I hold a Grade 12 School Certificate from [School Name], with credits in both English and Mathematics. In addition, I hold a [Diploma/Degree] in [Field] from [Institution], which has further sharpened my administrative, analytical, and communication skills. I also possess a valid green National Registration Card.

Over the past [X] years, I have worked in [describe your experience briefly]. This has prepared me for polling day work, including accuracy under pressure and clear communication with people from all backgrounds.

I understand that a polling assistant must remain strictly neutral throughout the electoral process. I am not affiliated with any political party and have never served as a candidate's agent. I am fully available for any pre-election training and prepared to report at the required time, including early morning starts.

I am applying for the **[Ward Name]** ward and am comfortable being deployed at any polling station within that ward. I speak fluent English and [Local Language], which will help me communicate clearly with voters throughout the day.

Attached are: CV, certified Grade 12 certificate, certified NRC, proof of voter registration, and contacts for two referees.

I am confident in my ability to carry out this role with professionalism, integrity, and attention to detail. I would be grateful for the opportunity to serve the people of [District].

Yours faithfully,

[Your Full Name]

[Phone Number] | [Email] | [NRC Number]

Required Attachments Checklist

Document	Notes
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Curriculum Vitae	Up to date, clear, and concise
Grade 12 Certificate	Certified copy required
Degree or Diploma (if applicable)	Certified copy — adds credibility
National Registration Card	Certified copy; must be the green NRC
Proof of Voter Registration	Confirms you are registered in the district
Two Referee Contacts	Names, phone numbers, and relationship to you

Common Mistakes to Avoid

- ✗ Forgetting to name the ward — your application may be disqualified
- ✗ Using a generic letter without tailoring it to the ECZ context
- ✗ Submitting uncertified documents — always certify before submitting
- ✗ Writing more than one page — keep it concise
- ✗ Failing to include your NRC number on the sign-off
- ✗ Applying to the wrong district — apply where you are registered as a voter
- ✗ Submitting after the deadline — late applications are generally not considered

Frequently Asked Questions

Q: Do I need a degree to apply?

A: No. Grade 12 with passes in English and Mathematics is the minimum. A diploma or degree is an advantage.

Q: Can I apply if I belong to a political party?

A: No. The ECZ requires all polling staff to be non-partisan.

Q: Can a student apply for Polling Assistant in Zambia?

A: Yes, provided you are a registered voter, hold a Grade 12 certificate, and are non-partisan.

Q: Is voter registration required?

A: Yes. You must be a registered voter in the district where you are applying. This is a firm requirement.

Q: Where do I submit my application letter?

A: To the District Electoral Officer (Town Clerk / Council Secretary) at your district council — not the ECZ head office.

Q: What is the allowance for polling assistants?

A: A stipend is paid for election day and training days. The exact amount is confirmed per cycle by the ECZ.

This document is for guidance only. Always verify current ECZ requirements with your district council before submitting your application. | Zambianface.com