



# Join Our Team!

## Available Position: Motor Vehicle Valuer and Assessor

**Department:** Marketing  
**Reports to:** Technical Project Manager

### Job Summary

To conduct professional physical inspection and valuation of motor vehicles while contributing field intelligence and structured data inputs that support Whitebook's digital Fair Market Value (FMV) models and vehicle history products.

The role combines technical valuation expertise, on-site inspections, and data collaboration to ensure accurate, defensible, and market-aligned vehicle valuations.

### Key Responsibilities

#### Vehicle Inspection & Valuation

- Conduct physical inspection of motor vehicles and determine fair market value and forced sale value, where applicable.
- Assess vehicle condition including mechanical, electrical, body, and interior components.
- Carry out road tests where applicable to assess operational condition.
- Verify vehicle identification details including VIN/chassis numbers, engine numbers, and mileage.
- Assess general roadworthiness based on observable condition and functionality.

#### Reporting & Records

- Prepare and contribute to valuation reports in line with approved valuation methodologies and professional standards.
- Maintain an accurate daily register of all vehicles inspected and valued.
- Ensure inspection findings, photos, and valuation outputs are properly documented, traceable, and securely stored.



### Digital Valuation & Data Collaboration

- Work closely with data analysts and product teams to support the development and refinement of digital Fair Market Value (FMV) models.
- Provide structured field insights from inspections to improve valuation accuracy and pricing logic.
- Support vehicle history and condition data collection, including mileage trends, damage patterns, and common defects.
- Validate digital valuation outputs against real-world inspection outcomes and market conditions.

### Market Intelligence & Industry Engagement

- Engage with garages, dealers, repairers, and other automotive stakeholders to gather market intelligence on:
  - Repair costs
  - Parts availability
  - Vehicle condition trends
  - Depreciation drivers
- Provide regular insights on changes and developments within the automotive and motor valuation industry.
- Support continuous improvement of valuation assumptions and datasets.

### Advisory, Dispute Support & Governance

- Provide professional input on valuation-related queries and dispute resolution.
- Adhere to professional, ethical, and confidentiality standards at all times.
- Perform duties under the supervision of, or in coordination with, the Principal Valuer, where applicable.
- Carry out any other duties reasonably assigned by the immediate supervisor or Principal Valuer.



## ACADEMIC & PROFESSIONAL REQUIREMENTS

### Minimum Qualifications

- Full Grade 12 Certificate (O-Levels / GCE).
- Diploma in Automotive Engineering or an equivalent technical qualification.
- Clean driving licence with a minimum of two (2) years' driving experience.

### Professional Registration

- Registered member of the Zambia Institute of Valuation Surveyors (ZIVS).
- Holder of a valid practicing certificate issued by the Institute.

### Experience

- Minimum of two (2) years' experience in motor vehicle inspection and valuation or a closely related field.
- Demonstrable experience producing valuation opinions for financial institutions, insurers, dealers, NGOs, or corporates.

### Additional Knowledge

- Basic understanding of insurance principles (Insurance Competence Certificate or higher is an advantage).

### Personal & Ethical Standing

- Good physical and mental health.
- No material record of dishonest, fraudulent, or unethical conduct.

## COMPETENCIES & SKILLS

- Strong technical understanding of motor vehicles and valuation principles.
- Ability to translate field observations into structured data insights.
- Strong analytical and decision-making skills.
- Computer literacy and basic report-writing capability.
- Excellent interpersonal and stakeholder engagement skills.
- Ability to work independently, meet deadlines, and manage time effectively.
- High level of professionalism, integrity, and confidentiality.

## WHY THIS ROLE MATTERS

This role sits at the intersection of physical inspection, professional valuation, and digital pricing intelligence, playing a critical part in strengthening Whitebook's valuation accuracy, credibility, and scalability.