



EMPLOYMENT OPPORTUNITY

EXTERNAL ADVERT

The National Prosecution Authority (NPA) is an autonomous body established by the NPA Act No. 34 of 2010. Its mission is to “**provide prosecution services to contribute to a crime free Zambia**’. In its quest to improve service delivery, the Authority, is hereby inviting applications from suitable candidates to fill the position of:

Assistant Director-Administration (Permanent and Pensionable)

Salary Scale: NPA/02

Number of Positions: One (1)

Reports to: Director Human Resource and Administration

Duty Station: Headquarters, Lusaka

Main Job Purpose:

To coordinate the provision of administrative support services in order to facilitate efficient and effective operations of the Authority.

Specific Duties and Requirements:

- Coordinate effectively the provision of administrative and support services in order to facilitate efficient and effective operations of departments;
- Coordinate effectively the preparation of bidding documents in order to facilitate Bidding preparations;
- Coordinate timely preparation of departmental budgets in order to facilitate timely acquisition of monetary resources;
- Coordinate timely preparation of Cabinet Memo, Statutory instruments and parliamentary responses in order to facilitate decision making;
- Coordinate effectively the maintenance of buildings and surroundings in order to provide a conducive working environment;
- Coordinate timely the storage and distribution of goods, services and works in order to ensure availability of resources and workplace safety;
- Coordinate timely and accurately maintenance of records in order to facilitate efficient storage and retrieval of information;
- Coordinate regularly the identification and protection of disposable goods in order to create space and shelf life;
- Coordinate timely, development of individual and departmental work plans in order to monitor and evaluate performance; and
- Supervise effectively human and other resources in order to attain the objectives of the department.

Qualifications and Work Experience

- (a) Grade Twelve (12) School Certificate or equivalent
- (b) Bachelor of Arts in Public Administration or equivalent
- (c) Foreign qualifications should be interpreted/graded by Zambia Qualifications Authority
- (d) At least eight (8) years of post-qualification work experience in Administration three (3) of which must be at senior management level in a reputable institution.
- (e) Must be a Full Member of the Zambia Institute of Human Resource Management with a valid Practicing License for 2024.
- (f) Must be a Zambian citizen
- (g) Should not be more than 40 years of age at the date of this Advertisement

Skill and Other Attributes

- (a) Excellent oral and written skills
- (b) Integrity
- (c) Confidentiality
- (d) Good interpersonal skills
- (e) Good decision making abilities in the human resource space
- (f) Tact and Diplomacy
- (g) Self-Confident
- (h) Computer literate

METHOD OF APPLICATION

Application letters accompanied with certified copies of Academic Certificates, Curriculum Vitae and the National Registration Card (NRC) should be addressed to the Acting Chief Administrator electronically **ONLY** to jobs@npa.gov.zm by close of business on **13th March, 2024** and should clearly indicate which position is being sought or applied for. You can also visit our website on www.npa.gov.zm.

NB: Please note that only Short-listed candidates shall be contacted. Indicate the position applied for on the subject line of the email and scan and send a handwritten application letter. Application which do not have a handwritten letter and position indicated shall not be considered.