



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:

Accountant (Permanent and Pensionable)

Salary Scale: NPA/04
Number of positions: One (1) Position
Reports to: Senior Accountant
Duty Station: Headquarters, Lusaka

Main Job Purpose:

To supervise and undertake accounting activities in order to enhance accountability of funds

Specific Duties and Requirements:

- Supervise, effectively, payroll inputs in order to facilitate payments of salaries and other allowances;
- Supervise timely and accurate maintenance of books of accounts in order to facilitate efficient storage and retrieval of information;
- Supervise and undertake timely banking of revenue collected in order to safeguard public funds;
- Supervise, effectively, preparation of responses to audit queries in order to facilitate decision-making;
- Supervise timely preparation of monthly expenditure statements in order to monitor levels of expenditure;
- Supervise and undertake timely recoveries of loans and advances in order to facilitate repayments;
- Supervise timely preparation of financial reports in order to facilitate decision making;
- Supervise timely development of individual and unit work plans in order to monitor and evaluate performance; and
Supervise effectively the human and other resources in order to attain the objectives of the authority.

Qualifications and Work Experience

- (a) Grade 12 School Certificate or equivalent
- (b) Bachelor of Accountancy, ACCA, CIMA or equivalent
- (c) Foreign qualifications should be interpreted/graded by Zambia Qualifications Authority
- (d) 3 years relevant post-qualification work experience in Finance
- (e) Paid up Member of Zambia Institute of Chartered Accountants, valid for 2024
- (f) Must be a Zambian citizen
- (g) Should not be above 40 years of age at the date of this Advertisement

Skills and Other Attributes

- (a) Able to write comprehensive reports
- (b) Able to communicate effectively in English
- (c) Computer literate and proficient in excel

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.