



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:

Senior Human Resource Management and Development Officer (Permanent and Pensionable)

Salary Scale: NPA/03

Number of Positions: Two (2)

Reports to: Assistant Director-Human Resource Management and Development

Duty Station: Kasama and Solwezi

Main Job Purpose:

To supervise the human resources management function in order to enhance staff morale and optimise human resource utilisation.

Specific Duties and Requirements:

- Supervise and undertake timely and accurate interpretation of rules and regulations in order to enhance adherence;
- Supervise and undertake timely preparation of payroll inputs in order to facilitate payment of salaries and other allowances;
- Supervise regularly HIV and AIDS programmes in order to enhance HIV and AIDS awareness;
- Supervise timely development of individual and departmental work plan in order to monitor and evaluate performance;
- Supervise timely preparation of training plan in order to facilitate decision making;
- Supervise effectively human and other resources in order to attain the objectives of the unit;
- Supervise, periodically, a Training Needs assessment in order to facilitate decision making; and
- Supervise and undertake regularly monitoring and evaluation in order to facilitate appropriate interventions.

Qualifications and Work Experience

- (a) Grade Twelve (12) School Certificate or equivalent
- (b) Degree in Public Administration or equivalent
- (c) Foreign qualifications should be interpreted/graded by Zambia Qualifications Authority
- (d) Must have a minimum of 3 years relevant post-qualification experience in human resource or business administration
- (e) Should be, at least, an Associate 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

Skills and Other Attributes

- a) Excellent writing and oral skills
- b) Able to write comprehensive reports
- c) Ability to work under pressure
- d) Must be Computer Literate
- e) Ability to lead and motivate staff
- f) Good interpersonal skills
- g) Confidentiality
- h) Should not be above 40 years of age at the date of this Advertisement

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.