



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 following positions:

1. Director Human Resource and Administration

Salary Scale: NPA/01
Reports to: Chief Administrator
Duty Station: Headquarters, Lusaka

Job Purpose:

To oversee and manage human resource management and development in order to promote efficient and effective operations of the Authority.

Specific Duties and Requirements:

- Manages effectively human resources management functions in order to enhance staff morale and optimize utilization of human resource;
- Ensures effective human resource development and training functions in order to facilitate staff development and enhance staff performance;
- Ensures timely provision of administrative and logistical support services in order to facilitate efficient and effective operations;
- Oversees timely public relations functions in order to inform the public and promote the image of the Authority;
- Oversees regular formulation, review and implementation of policies in order to provide guidelines;
- Ensures timely preparation of departmental budgets in order to facilitate acquisition of monetary resources;

- Ensures timely development of individual and section work plans in order to monitor and evaluate individual and Institutional performance;
- Manages effectively human, financial and material resources in order to facilitate the achievement of set objectives for the Authority; and
- Ensures regular monitoring and evaluation of management and development programmes in order to facilitate the implementation of appropriate interventions.

Qualifications and Work Experience

- Grade Twelve (12) School Certificate or its equivalent;
- Bachelor of Arts in Public Administration or related field;
- At least ten (10) years of post qualification work experience in a busy Human Resource Office, five (5) of which should be at Senior Management level;
- Must be a Fellow or Full Member of the Zambia Institute of Human Resource Management, with a valid Practicing Certificate; and
- Must be a Zambian citizen.

Skills and Other Attributes

- Excellent oral and written skills;
- Integrity;
- Confidentiality;
- Very good Interpersonal Skills;
- Tactful, diplomatic, assertive and creative; and
- Computer Literate.