



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. Office Orderly	Permanent and Pensionable
Salary Scale:	NPA/10
Number of positions:	One (1)
Reports to:	Senior Office Orderly
Duty Station:	Solwezi

Job Purpose:

To undertake the cleaning of offices, surroundings and utensils in order to provide a conducive working environment.

Specific Duties and Requirements:

- Undertake regularly cleaning of offices in order to make them habitable; and
- Ensures timely and regularly cleaning of eating and drinking utensils in order to make them hygienic for use.

Qualifications and Work Experience

- Grade Twelve (12) School Certificate or its equivalent;
- Basic knowledge of cleaning; and
- Must be a Zambian citizen.

Skills and Other Attributes

- Able to read and write
- Able to communicate in English

- Trustworthy and honest
- Sober habits and confidentiality

METHOD OF APPLICATION

Application letters accompanied by certified copies of Academic and Professional Certificates, Curriculum Vitae, and the National Registration Card (NRC), all placed in **ONE PDF FILE**, should be addressed to the Acting Chief Administrator electronically **ONLY** to jobs@npa.gov.zm by close of business on **4th August, 2025**. The application should indicate which Position, Province and Duty Station being sought or applied for.

All Foreign qualifications should be interpreted/graded by Zambia Qualifications Authority.

NB:

- Indicate the position applied for in the subject line of the email, scan and send a handwritten application letter with all relevant documentation in One PDF File.
- Applications without a handwritten letter and position indicated shall not be considered.
- Please note that only short-listed candidates shall be contacted.

NPA is an Equal Opportunity Employer

