



## **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. Senior Human Resource Management & Development Officer**  
**Permanent and Pensionable**

<b>Salary Scale:</b>	<b>NPA/03</b>
<b>Number of Positions:</b>	<b>Two (2)</b>
<b>Reports to:</b>	<b>Assistant Director Human Resource Management &amp; Development</b>
<b>Duty Station:</b>	<b>Headquarters, Lusaka</b>

**Job Purpose**

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

**Specific duties and responsibilities**

- 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**

- Grade Twelve (12) School Certificate or equivalent;
- Degree in Public Administration or equivalent;
- Must have a minimum of three (3) years relevant post-qualification experience in human resource management;
- Should at least, be an Associate member of the Zambia Institute of Human Resource Management with a valid Practicing License for 2025; and
- Must be a Zambian citizen.

**Skills**

- Excellent writing and oral skills
- Able to write comprehensive reports
- Ability to work under pressure
- Must be Computer Literate
- Ability to lead and motivate staff
- Good interpersonal skills
- Good presentation skills

**Other Attributes**

- Integrity
- Confidentiality
- Good analytical skills with proficiency in spreadsheets
- Tact and Diplomacy
- Self-Confident