



## **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:

<b>1. Executive Officer</b>	<b>Permanent and Pensionable</b>
<b>Salary Scale:</b>	<b>NPA/06</b>
<b>Number of positions:</b>	<b>One (1)</b>
<b>Reports to:</b>	<b>Senior Executive Officer</b>
<b>Duty Station:</b>	<b>Mongu</b>

#### **Job Purpose**

To undertake the provision of administrative support services in order to facilitate efficient and effective operations of the Authority.

#### **Specific Duties and Requirements**

- Undertakes timely availability of secretarial services in order to enhance operations of the Authority;
- Supervise effectively the maintenance of buildings and surroundings in order to enhance a conducive working environment;
- Undertakes timely provision of office space to officers in order to accommodate everyone;
- Undertakes timely provision and maintenance of office equipment in order to enhance utilisation of equipment;
- Undertakes effectively protocol functions in order to facilitate smooth undertaking of activities and other functions; and
- Supervises effectively the human and other resources in order to attain the objectives of the section.

#### **Qualifications and Work Experience**

- Grade Twelve (12) School Certificate or its equivalent;

- Diploma in Human Resources Management, Public Administration, Business Administration or its equivalent;
- Minimum of 1 year post-qualification work experience in a busy institution;
- Must at least be an Affiliate 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
- Able to write comprehensive reports
- Able to communicate effectively in English
- Must be computer literate

### **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 **4<sup>th</sup> 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***