



## **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. IT Technician</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>Systems Analyst</b>
<b>Duty Stations:</b>	<b>Headquarters</b>

#### **Job Purpose**

To ensure smooth operation and maintenance of the Authority's computer systems and networks.

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

- Maintains timely the network including all gadgets on the network, to ensure that trunking, switches, routers etc, are in good working condition;
- Timely downloads and installs security and antivirus updates, and proposes other interventions to the IT Manager;
- Assists timely to troubleshoot and resolve server and data network;
- Ensures continuous internet and email connectivity by resolving issues with service providers in the shortest possible time;
- Maintains effectively backups for the contractors registration and other databases;
- Ensures that storage, archiving, backup and recovery procedures are functioning properly;
- Ensures the accuracy, integrity and security of data are maintained and extracts reports as required by users;
- Effectively trains users on new systems and software to ensure optimum utilization of installed software packages;
- Assistant the IT Manager in maintaining the NPA's Website; and

- Prepare timely ad hoc and periodic reports of the unit's activities.

### **Qualifications and Work Experience**

- Grade Twelve (12) School Certificate or its equivalent;
- Diploma in Information Communication Technology (ICT), IMIS or its equivalent;
- At least two (2) years of relevant post-qualification work experience in ICT.
- Must be a Zambian citizen.

### **Skills and Other Attributes**

- Able to write reports
- Able to communicate in English
- Sober habits and confidentiality
- Ability to work with minimal supervision
- Good presentation skills
- Experience in web design and maintenance
- Experience in network administration, including setup, maintenance and troubleshooting
- Experience with network monitoring tools
- Good working knowledge of the following operating systems: Windows 11 , windows server ( 2012,2016,2019), Linux
- Strong analytical skills

### **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***