



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. Transport Officer	Permanent and Pensionable
Salary Scale:	NPA/06
Number of positions:	One (1)
Reports to:	Administrative Officer
Duty Stations:	Headquarters

Job Purpose

To supervise the drivers and fleet of vehicles in order to facilitate mobility of officers, materials and equipment

Specific Duties and Requirements:

- Supervises effectively all the drivers in order to ensure they adhere to safety regulations and standards;
- Manages effectively provision of transport in order to facilitate mobility of human, materials and equipment; and
- Undertakes regularly basic vehicle inspection in order to ascertain its road worthiness.

Qualifications and Work Experience

- Grade Twelve (12) School Certificate or its equivalent;
- Diploma in Chartered Institute of Logistics and Transport (CILT)
- Valid Driver's Licence - Class C;

- At least three (3) years' post qualification work experience in a similar role; and
- Must be a Zambian citizen.

Skills and Other Attributes

- Able to write reports
- Able to communicate in English
- Sober habits and confidentiality
- Basic knowledge of mechanics
- 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 **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