



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. Stenographer	Permanent and Pensionable
Salary Scale:	NPA/07
Number of positions:	One (1)
Reports to:	Personal Secretary
Duty Stations:	HQ

Job Purpose

To undertake the provision of secretarial services in order to enhance the operations of the department.

Specific Duties and Requirements

- Carries out timely and accurately typing of correspondence/documents in order facilitate;
- Takes dictation accurately and transcribes in to mailable correspondence/documents in order to facilitate decision making;
- Receives regularly confidential correspondence in order to facilitate decision making;
- Prepares accurately and timely appointments in the diary in order to facilitate decision making; and
- Attends and makes telephone calls timely in order to facilitate information flow.

Qualifications and Work Experience

- Grade Twelve (12) School Certificate or its equivalent;
- Advanced Certificate in typing and Shorthand 80/45 WPM;

- Minimum of two (2) years post-qualification work experience in a busy office will be an added advantage; 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
- Computer literate and confidentiality
- Tact and Diplomacy
- High sense of integrity

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