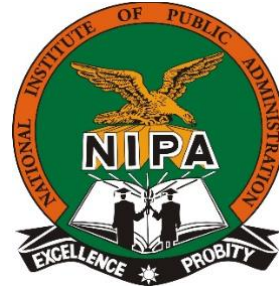


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



JOB OPPORTUNITIES

THE ORGANISATION

The National Institute of Public Administration [NIPA] is a statutory body established under the Act of Parliament No. 15 of 1998. NIPA now seeks the services of highly motivated individuals to join its team of skilled professionals.

Applications are now invited for the Full-time Academic and Non-Academic positions:

1. RESEARCH, CONSULTANCY AND DEVELOPMENT DIVISION

1.1 JOB TITLE. PRINCIPAL CONSULTANT, RESEARCH (1)

Job Purpose

Plans, designs and conducts research and development activities to enhance the Institute's performance and delivery of services to the clients. Role holder is involved in research, data generation and collection using standard and well-defined methods. The purpose of the position is to provide well researched and analyzed information, economic and statistical data on social and economic matters to be used by the Institute and stakeholders for policy direction and decision making. The role is aimed at assisting in the review and strengthening of the Research, Consultancy and Development activities execution capacity of the Division.

Reports to: Chief Consultant, Research

Knowledge and Skills requirements

- 5 '0' Levels or higher acceptable at a University.
- Bachelor's Degree in social sciences with merit preferred.
- Master's Degree in social sciences.
- PhD in Social Sciences is an added advantage
- Minimum five (05) years experience in applied research with ability to initiate and execute a diverse portfolio of research projects.
- A minimum of ten (10) years postgraduate relevant experience at supervisory level.
- Evidence of publications in area of specialization.
- Must have held a similar position in an academic or training institution or a similar

- organization.
- Excellent oral and written communication skills.
- Report writing and presentation skills.
- Knowledge of research methods and techniques.

Location: Main Campus, Lusaka

2. MANAGEMENT STUDIES DIVISION

2.1 LECTURER I - GENDER STUDIES (1)

Job Purpose

To plan, design, deliver, coordinate and evaluate Gender programmes in order to impart relevant knowledge and skills required by the clients for their improved performance and relevance in the industry.

Reports to: Principal Lecturer

Knowledge and Skill Requirements

- 5 'O' Levels or higher acceptable at a University awarding a BA/BSs Degree qualification.
- Bachelor of Gender Studies with Merit preferred.
- Master of Sc. Degree.
- Five (5) years relevant post graduate experience.
- Evidence of publications in area of specialization.
- Oral communication skills.
- Written communication skills.
- Analytical skills.
- Numerical/Computation skills.
- Problem solving skills.
- Decision making skills.
- Physical skills.

Location: Main Campus, Lusaka

2.2 LECTURER II – SOCIAL WORK (1)

Job Purpose

To plan, design, deliver, coordinate and evaluate Social Work programmes in order to impart relevant knowledge and skills required by the clients for their improved performance and relevance in the industry.

Reports to: Principal Lecturer

Knowledge and Skill Requirements

- 5 ‘O’ Levels or higher acceptable at a University awarding a BA/BSs Degree qualification.
- Bachelor of Social Work with Merit preferred.
- Master Degree in Social Work.
- Three (3) years relevant post graduate experience.
- Evidence of publications in area of specialization.
- Oral communication skills.
- Written communication skills.
- Analytical skills.
- Numerical/Computation skills.
- Problem solving skills.
- Decision making skills.
- Physical skills.

Location: Main Campus, Lusaka

3. LEGAL STUDIES DIVISION

3.1 LECTURER II- LEGAL STUDIES (1)

Job Purpose

To plan, design, deliver, coordinate and evaluate law programmes in order to impart relevant knowledge and skills required by the clients for their improved performance and relevance in the industry.

Reports to: Principal Lecturer - Legal Studies

Knowledge and Skill Requirements:

- 5 ‘O’ Levels or higher acceptable at a University awarding a BA/BSs Degree qualification.
- Bachelor of Laws (LLB) with Merit preferred.
- Master of Laws Degree.
- 3 years relevant post graduate experience.
- Evidence of publications.
- Oral communication skills.
- Written communication skills.
- Analytical skills.
- Numerical/Computation skills.
- Problem solving skills.
- Decision making skills.
- Physical skills.

Location : Main Campus

METHOD OF APPLICATION

Applicants should submit their applications, Certified copies of the qualifications and detailed Curriculum Vitae with three (3) traceable referees contact details to the address below.

The Registrar
National Institute of Public Administration
P. O Box 31990
Lusaka.

Email: registrar@nipa.ac.zm

Applications should reach NIPA not later than **Friday, 26th August, 2022**. Only successful candidates will be contacted.