

- Problem Solving Skills
- Decision Making Skills
- Member of a relevant professional body

Location: NIPA Burma Road Campus, Lusaka

DISTANCE LEARNING DIVISION

POSITION 2 Principal Lecturer – Distance Learning Division (01)

JOB PURPOSE:

To plan, design, deliver, coordinate and evaluate programmes in order to impart relevant knowledge and skills for the enhancement of individual and organization development.

Reports to: Director, Distance Learning Division

Knowledge and Skills Requirements

- Five (5) ‘O’ Levels or higher acceptable at a University.
- Bachelor’s Degree in Social Sciences or Management related discipline preferably with a merit.
- Master’s degree in Social Sciences or Management related discipline.
- Minimum ten (10) years relevant postgraduate work experience at a supervisory level in a reputable organisation.
- Evidence of Publications in area of specialisation.
- Excellent oral and written Communication Skills.
- Must be computer Literate.
- This is a requirement. See Evidence of Publications above.

Location: NIPA Main Campus, Lusaka

RESEARCH, CONSULTANCY AND DEVELOPMENT DIVISION

POSITION 3 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 Science 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

POSITION 4 Senior Consultant, Consulting (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, Consulting

- Maintain nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
- Contribute to team effort by accomplishing related results as needed.
- Provide fundamental clinical nursing care.
- Provide detailed initial assessment of patient and accurate complete clinical history.
- Measure and record vital signs and regular observations.
- Maintain continuity among nursing teams (day vs. night shifts) by documenting and communicating actions, irregularities, and continuing needs.
- Accurate administration of patient medication and adequate record keeping.
- Protect patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.
- Ensure ideal temperature is maintained in all clinic areas.
- Maintain safe and clean working environment by complying with procedures, rules, and regulations, calling for assistance from health care support personnel.
- Assist in the preparation and transportation of patients for diagnostic procedures and referrals
- Perform any job related tasks as be assigned by the immediate supervisor

The job duties are flexible and subject to change dependent upon operational needs.

Skills and Qualifications:

- Full Grade 12 School certificate with five ‘O’ level credits which must include Mathematics, English and Science
- Minimum Diploma in Registered Nursing
- Minimum three (3) years Proven work experience
- Excellent Interpersonal Relationship skills
- Must have a Valid Practicing Licence
- Must be Registered with the General Nursing Council of Zambia
- A specialty in midwifery is an added advantage
- Psycho-social counselling
- Adolescent sexual reproductive skills
- Demonstrate sufficient recent clinical experience in the last 12 months.
- Good knowledge of nursing principles and techniques and their relation to medical practice, material medical, sanitation and personal hygiene.
- Basic IT skills
- Proactivity
- Honest and reliable: display of high level of integrity since he/she may be in a position to take care of patient’s personal belongings.

Location : Main Campus

METHOD OF APPLICATION

Applicants should submit their applications, attaching their Curriculum Vitae, Academic and Professional qualifications to the address below. Closing date for submitting applications is **Friday 20th May, 2022**.

Applications should be addressed to:

THE REGISTRAR
National Institute of Public Administration
P.O Box 31990
Dushanbe Road
LUSAKA

Email: registrar@nipa.ac.zm