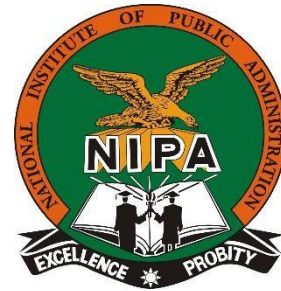


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



JOB ADVERTISEMENT

Position: Director, Information Communication Technology (ICT)

Location: National Institute of Public Administration (NIPA), Lusaka, Zambia

About Us:

The National Institute of Public Administration (NIPA) is a management development institute under the Office of the President dedicated to enhancing the skills and competence of public service employees in Zambia. We are committed to implementing the mandatory Public Service Training and Certification Programme (PSTCP) to build capacity and professionalize the public service effective January 2024.

Job Overview:

NIPA is seeking a highly qualified and experienced Director of ICT to lead and oversee the Public Service Training Information System (PSTIS) and the overall IT infrastructure in support of the mandatory public service training and certification programme. The Director of ICT, reporting to the Executive Director, will play a pivotal role in ensuring the effective management of the Public Service Training Information System (PSTIS)

Key Responsibilities:

1. Supervise and manage the Public Service Training Information System (PSTIS) to facilitate training and certification processes.
2. Lead the design, development, and implementation of innovative IT solutions to support the policy's objectives.
3. Manage the overall IT infrastructure, ensuring its reliability, security, and scalability.
4. Collaborate with internal and external stakeholders to identify and address ICT needs.
5. Stay updated on emerging technologies and best practices in IT to drive continuous improvement.
6. Provide leadership and guidance to the ICT team, fostering a culture of excellence.
7. Ensure data security and privacy compliance in all IT operations.

8. Prepare and present reports to management on ICT initiatives and progress.
9. Devise and establish IT policies and systems to support the implementation of the institution strategies.
10. Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.

Qualifications and Skills Requirements:

1. Grade Twelve (12) University Entrant.
2. Minimum of a MSc in Computer Science/IT or a closely related field. The MSc should be related to BSc.
3. A PhD in a Computer Science/IT or relevant field will be an added advantage.
4. Proven hands-on experience in systems design, development, and implementation.
5. An impressive track record of scholarly works and publications in the field of ICT which demonstrates expertise in the field.
6. Strong project management and leadership skills.
7. Excellent communication and interpersonal abilities.
8. Ability to work collaboratively in a multidisciplinary team.
9. Strong analytical, numerical and computation skills.
10. Dedication to upholding the highest standards of professionalism and ethics.
11. A minimum of 10 years of experience in an IT-based environment or institutions of higher learning.
12. Fellow/Full Member of the ICTAZ.

How to Apply:

Interested candidates who meet the qualifications are invited to submit their applications, including a cover letter, detailed curriculum vitae, academic certificates, and three professional references. Please send your application to the following address:

The Registrar
National Institute of Public Administration
P. O. Box 31990
Dushanbe Road
LUSAKA

The deadline for applications is 20th October 2023. Only shortlisted candidates will be contacted for interviews.

NIPA is an equal opportunity employer, and we encourage applications from qualified individuals of all backgrounds.

Join us in our mission to enhance the competence and professionalism of Zambia's public service through cutting-edge ICT solutions and digital transformation.