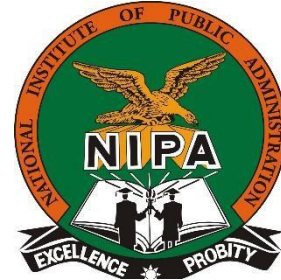


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



EMPLOYMENT ADVERTISEMENT

POSITIONS ON OFFER:

1. *Associate Professor/Senior Lecturer- Public Administration*
2. *Associate Professor/Senior Lecturer- Information Technology/Computing*
3. *Head of Campus, Livingstone Campus*
4. *Head of Department, Legal Studies*
5. *Head of Department, Accounting, Banking and Finance*
6. *Resident Lecturer, Solwezi Campus*
7. *Executive Assistant, Office of Executive Director*
8. *Horticulturist*
9. *Engineer Hardware*

1.0 About NIPA

Established in 1963 and rooted in a rich legacy of six decades, the *National Institute of Public Administration* [NIPA] stands as an Institute of Choice within the Office of the President, and exists under the *Act of Parliament No. 15 of 1998*.

Dedicated to championing capacity building for the public and civil service, and nurturing leaders committed to advancing governance, NIPA is poised to embark on a historic journey. In January 2024, we are set to resume our pioneering public and civil service training and certification programme.

Now, we invite the brightest minds and most passionate individuals to join our team of skilled professionals as we shape the future of public service training in our nation. This is your opportunity to be a part of a significant national undertaking and contribute to the evolution of governance in our country. If you are motivated, forward-thinking, and ready to make a real impact, NIPA is the place for you. Join NIPA in Shaping the Future of Public and Civil Service Training and Certification!

2.0 **Position I: Associate Professor/Senior Lecturer-Public Administration**

2.1 **Purpose of the Job**

The successful candidate will play a pivotal role in the public and civil service by taking the helm in leading and managing transformative initiatives that revamp training and certification programmes. This role will involve a multifaceted commitment to teaching, research, service, and leadership in the field, while also promoting the values of ethics, diversity, and continuous improvement in all activities. In addition, this also aims at making data-driven decisions, building a strong reputation in the public administration, ensuring scalability and sustainability, and contributing to research excellence in the said field. Ultimately, this position is dedicated to advancing the quality and effectiveness of training and certification programmes in the public and civil service through strategic leadership and innovative practices.

2.2 **Statements of Main Accountabilities:**

(a) Teaching and Curriculum Development:

- Develop and deliver high-quality courses at all levels in Public Administration.
- Seek opportunities for collaboration, networking, and partnerships within the academic and professional community.
- Pursue tenure and promotion in accordance with Institute's guidelines and expectations.

(b) Student Supervision:

- Supervise trainees' research projects, theses, and dissertations.
- Provide mentorship and guidance to trainees pursuing various programmes and career goals in Public Administration and allied programmes.
- Uphold high ethical standards in teaching, research, and professional conduct.
- Foster an inclusive and diverse learning environment that respects and values all trainees' backgrounds and perspectives.

(c) Engagement and Public Outreach:

- Engage with government agencies, nonprofit organizations, and the broader community to apply expertise and contribute to public policy discussions.
- Share knowledge through public lectures, workshops, and media appearances.
- Participate in self-assessment, peer evaluations, and departmental reviews to enhance teaching, research, and service activities.
- Seek innovative approaches to teaching, research, and service, aligning with evolving best practices.

2.3 **Knowledge and Skills Requirements:**

- a) Grade Twelve (12) University Entrant;
- b) A Ph.D. in public administration which must be aligned to both the Master's and Bachelor's degrees.
- c) A demonstrated track record of impactful scholarly work and publications;
- d) Proven expertise in research methodologies, consultancy practices, impact assessment frameworks and initiatives.

- e) With an H-index of 3 for Senior Lecturer and 5 for associate professor, showcasing the significant contributions to the body of knowledge.
- f) Strong communication skills to engage with diverse stakeholders, present findings, and publish research outcomes;
- g) Analytical, numerical and computation skills;
- h) Decision and problem-solving skills.
- i) Leadership experience in managing research projects, teams, collaborations, and journal editorial processes.
- j) Minimum relevant post qualifying in a higher learning or research institution of eight (8) for senior lecturer and ten (10) years for associate professor.
- k) Valid Membership to professional body

2.4 **Benefits:**

- (a) A competitive salary and benefits package shall be offered to a successful candidate.
- (b) Access to state-of-the-art research facilities and resources.
- (c) Opportunity to shape public and civil service practices and policies through research, consultancy, and a prestigious journal.
- (d) Collaborative and intellectually stimulating work environment.

3.0 **Position II: Associate Professor/Senior Lecturer-Information Technology/Computing**

3.1 **Purpose of the Job**

The successful candidate will lead and manage initiatives aimed at enhancing the training and certification programmes within the public and civil sector. This involves developing and maintaining an innovative e-learning platform to improve the learning experience, ensuring accessibility and engagement for a diverse audience, measuring the impact of training programmes, driving continuous improvement, making data-driven decisions, building a strong reputation in the field, ensuring scalability and sustainability, and contributing to research excellence in e-learning and digital transformation. Ultimately, this position is dedicated to advancing the quality and effectiveness of training and certification programmes in the public and civil sector through strategic leadership and innovative practices.

3.2 **Statements of Main Accountabilities:**

(a) Enhancing Training and Learning Experience:

- Spearhead the development and upkeep of an innovative e-learning platform tailored for enriched learning.
- Innovate interactive modules, quizzes, and forums for practical application and collaborative engagement.
- Drive digital transformation for improved service delivery.

(b) Improving Accessibility and Engagement:

- Integrate digital tools for equitable access and remove geographical barriers.
- Implement engagement features like forums and chat rooms for collaborative learning.

(c) Measuring Impact:

- Develop and oversee a comprehensive monitoring and evaluation framework.
- Collect and analyze qualitative and quantitative data to assess the effectiveness of digital integration.

(d) Ensuring Continuous Improvement:

- Establish stringent assessment methodologies and monitor participants' progress.
- Adapt and refine training content for continuous effectiveness and relevance.

(e) Guiding Data-Driven Decision Making:

- Use data to inform curriculum development, content delivery, and educational technology.
- Analyze performance metrics to foster a culture of continuous improvement.
- Provide research and consultancy services to address complex challenges.

(f) Leadership and Research Contributions

- Conduct cutting-edge research and leverage training programme data for significant contributions to e-learning and digital training research.
- Disseminate findings to advance e-learning methodologies in public and civil training.
- Lead impact assessments of policies and training initiatives, driving evidence-based decisions.
- Establish and oversee the implementation of a multi-disciplinary journal of international standards, contributing to the dissemination of high impact research.

3.3 Knowledge and Skills Requirements:

- a) Grade Twelve (12) University Entrant.
- b) A Ph.D. in IT/Computing which must be aligned to both the master's and bachelor's degrees.
- c) A demonstrated track record of impactful scholarly work and publications.
- d) Proven expertise in consultancy practices, impact assessment frameworks, digital transformation projects and initiatives.
- e) With an H-index of 3 for Senior Lecturer and 5 for associate professor, showcasing the significant contributions to the body of knowledge.
- f) Strong communication skills to engage with diverse stakeholders, present findings, and publish research outcomes.
- g) Analytical, numerical and computation skills.
- h) Decision and problem-solving skills.
- i) Leadership experience in managing research projects, teams, collaborations, and journal editorial processes.
- j) Minimum relevant post qualifying in a higher learning or research institution of eight (8) for senior lecturer and ten (10) years for associate professor.
- k) Valid Membership to professional body

3.4 **Benefits**

- (a) A competitive salary and benefits package shall be offered to a successful candidate.
- (b) Access to state-of-the-art research facilities and resources.
- (c) Opportunity to shape public and civil service practices and policies through research, consultancy, and a prestigious journal.
- (d) Collaborative and intellectually stimulating work environment.

4.0 **POSITIONS III, IV AND V**

- *Head of Campus*, Livingstone Campus, Location: **Livingstone**
- *Head of Department*, Legal Studies, Location: Main Campus, **Lusaka**
- *Head of Department*, Accounting, Banking and Finance, Location: Main Campus, **Lusaka**

4.1 **Job purpose:**

As the Head, the successful candidate will serve as the primary leader and decision-maker for the Department/Campus. The candidate's role will encompass various responsibilities aimed at fostering a vibrant learning environment, supporting faculty and staff, and advancing our institutional goals and strategic objectives.

4.2 **Key Responsibilities:**

- (a) **Leadership and Strategic Direction:**
 - Develop and communicate a clear vision and strategy for the Department/Campus.
 - Set ambitious academic and operational goals aligned with the institution's mission.
- (b) **Academic Oversight:**
 - Oversee all academic programmes, ensuring their quality and relevance.
 - Collaborate with department heads to enhance the curriculum and student learning experiences.
- (c) **Faculty and Learner Affairs:**
 - Provide guidance and support to faculty members, promoting excellence in teaching and research.
 - Cultivate a positive and inclusive departmental/campus culture that supports learner success.
- (d) **Collaboration and Learner Experience Enhancement:**
 - Collaborate with various departments to create a holistic and enriching learner experience.
 - Facilitate partnerships and initiatives that benefit both the department/campus and the local community.
- (e) **Resource Management:**
 - Effectively manage departmental/campus resources, including budgets, facilities, and technology.
 - Ensure resources are allocated efficiently to support academic and administrative needs.

(f) **External Relations and Partnerships:**

- Represent the Department/Campus in external relations and partnerships with local organizations, government bodies, and educational institutions.
- Seek opportunities for collaboration and funding to enhance the department/campus's standing and capabilities.

4.3 **Knowledge and Skills Requirements:**

- (a) Grade Twelve (12) University Entrant;
- (b) A Ph.D. in relevant which is aligned to both the Master's and Bachelor's degrees will be an added advantage
- (c) A Master's degree and Bachelor's degree which must be aligned in
 - Legal Studies/Management Studies/Business Studies/Any relevant field for **Position III** (Head of Campus, Livingstone)
 - Legal Studies/Law, that is, LLM and LLB, for **Position IV** (Head, Legal Studies)
 - Accounting, Banking and Finance for **Position V** (Head, Accounting, Banking and Finance)
- (d) A demonstrated track record of impactful scholarly work and publications;
- (e) Proven expertise in research methodologies, consultancy practices, impact assessment frameworks and initiatives.
- (f) Cumulative record of six (6) peer-reviewed publications. And must be first Author of a minimum of one (1).
- (g) Strong communication skills to engage with diverse stakeholders, present findings, and publish research outcomes.
- (h) Analytical, numerical and computation skills.
- (i) Decision and problem solving skills;
- (j) Leadership experience in managing research projects, teams, collaborations, and journal editorial processes;
- (k) Minimum six (6) years relevant post qualifying in a higher learning or research institution.
- (l) Valid Membership to professional body

4.4 **Benefits:**

- (a) Competitive salary and benefits package.
- (b) A performance-based contract shall be offered to a successful candidate
- (c) Access to state-of-the-art research facilities and resources.
- (d) Opportunity to shape public and civil service practices and policies through research, consultancy, and a prestigious journal.
- (e) Collaborative and intellectually stimulating work environment.

5.0 **Position VI: Resident Lecturer, Solwezi Campus**

5.1 **Job purpose:**

As the Resident Lecturer, the successful candidate will serve as the primary leader and decision-maker for the Campus. The candidate's role will encompass various responsibilities aimed at fostering a vibrant learning environment, supporting faculty and staff, and advancing our institutional goals and strategic objectives.

5.2 **Key Responsibilities:**

(a) **Leadership and Strategic Direction:**

- Develop and communicate a clear vision and strategy for the Campus.
- Set ambitious academic and operational goals aligned with our institution's mission.

(b) **Academic Oversight:**

- Oversee all academic programmes, ensuring their quality and relevance.
- Collaborate with department heads to enhance the curriculum and student learning experiences.

(c) **Faculty and Learner Affairs:**

- Provide guidance and support to faculty members, promoting excellence in teaching and research.
- Cultivate a positive and inclusive campus culture that supports learner success.

(d) **Collaboration and Learner Experience Enhancement:**

- Collaborate with various departments to create a holistic and enriching learner experience.
- Facilitate partnerships and initiatives that benefit both the campus and the local community.

(e) **Resource Management:**

- Effectively manage campus resources, including budgets, facilities, and technology.
- Ensure resources are allocated efficiently to support academic and administrative needs.

(f) **External Relations and Partnerships:**

- Represent the Campus in external relations and partnerships with local organizations, government bodies, and training institutions.
- Seek opportunities for collaboration and funding to enhance the campus's standing and capabilities.

5.3 **Knowledge and Skills Requirements:**

- (a) Grade Twelve (12) University Entrant;
- (b) A Master's degree and Bachelor's degree which be must aligned in Legal Studies/Management Studies/Business Studies/Any other relevant field
- (c) Strong communication skills to engage with diverse stakeholders, present findings, and publish research outcomes;
- (d) Analytical, numerical and computation skills;
- (e) Decision and problem solving skills;
- (f) Leadership experience in managing research projects, teams, and collaborations.
- (g) Valid Membership to professional body

5.4 **Benefits:**

- (a) Competitive salary and benefits package.
- (b) This position will be offered on permanent and pensionable terms
- (c) Access to state-of-the-art research facilities and resources.
- (d) Opportunity to shape public and civil service practices and policies through research, consultancy, and a prestigious journal.
- (e) Collaborative and intellectually stimulating work environment.

6.0 **Position VII: Executive Assistant to the Executive Director, Main Campus, Lusaka**

6.1 **Job Purpose**

The primary purpose is to provide high-level administrative and executive support to the Executive Director in achieving the institute's goals and strategic objectives. The position plays a pivotal role in ensuring the smooth operation of the Executive Director's office and contribute to the overall effectiveness and efficiency of the Institute. The responsibilities will encompass a wide range of administrative, organizational, and communication tasks, aimed at facilitating the Executive Director's responsibilities and promoting the Institute's mission and vision.

6.2 **Key Responsibilities:**

(a) Administrative Support:

- Manage the Executive Director's calendar, schedule appointments, and coordinate meetings, ensuring efficient time management.
- Handle correspondence, prepare documents, and maintain organized records, enabling the Executive Director to focus on critical tasks.
- Provide personal support to the Executive Director when necessary, demonstrating adaptability and a willingness to address various needs as they arise.

(b) Communication Liaison:

- Act as a key point of contact between the Executive Director and internal and external stakeholders, including government agencies, partners, and the public.
- Draft, review, and disseminate communications on behalf of the Executive Director, maintaining professionalism and confidentiality.
- Efficiently manage information flow by researching, summarizing, and prioritizing documents and reports.
- Ensure the Executive Director is well-informed and prepared for meetings and engagements.

(c) Project Coordination:

- Assist in the planning and execution of special projects and initiatives, collaborating with cross-functional teams within NIPA.
- Track project milestones and ensuring deadlines are met.

(d) Travel and Logistics:

- Handle travel arrangements, including itineraries, accommodations, and logistics for the Executive Director's business trips, conferences, and events, ensuring smooth travel experiences.

(e) Confidentiality and Discretion:

- Maintain the highest level of confidentiality in handling sensitive information and discussions, ensuring the Executive Director's trust and confidence.
- Continuously seek ways to optimize office operations and streamline processes, contributing to increased productivity and effectiveness within NIPA.
- Stay informed about relevant policies, regulations, and procedures, and ensure that the Executive Director's activities adhere to these guidelines, promoting compliance and integrity.

6.3 Qualifications and Skills:

- (a) A Bachelor's degree or equivalent experience in Business Administration, Public Administration/Management.
- (b) Proven experience in executive-level administrative roles, preferably in a learning institution
- (c) Exceptional organizational, communication, and interpersonal skills.
- (d) Proficiency in office software and technology tools, including word processing, spreadsheets, and scheduling software
- (e) Strong attention to detail, problem-solving abilities, and the ability to work effectively under pressure.
- (f) Discretion, integrity, and the ability to maintain confidentiality.
- (g) Valid Membership to professional body

6.4 Benefits:

- (a) Competitive salary and benefits package.
- (b) This position will be offered on permanent and pensionable terms
- (c) Opportunity to shape public and civil service practices and policies through research, consultancy, and a prestigious journal.
- (d) Collaborative and intellectually stimulating work environment.

7. 0 Position VIII- Position VIII: Horticulturist

Job Purpose:

To manage the Institute's landscaping and maintenance of grounds in order to create a client friendly environment. The Horticulturist works with key officers in identifying, cultivating and maintaining plants that enhance the public image of the Institute.

Reporting to: Deputy Registrar (Administration)

Knowledge and Skills requirements:

- Grade 12/University entrant
- Bachelor's Degree in horticulture, botany, agriculture, soil or earth sciences or related field
- Minimum 5 (five) years relevant post qualifying experience in a reputable organization
- Membership of a relevant professional body
- Knowledge of local flora and fauna
- Planning ability
- Team working
- Able to work with minimum supervision

8.0 Position IX: Engineer Hardware

Job Purpose:

To provide day-to-day support to the NIPA network infrastructure with a focus on network configurations, administration, monitoring, and troubleshooting encompassing LAN/WAN Internet challenges for end-users and ensure that staff has the right tools to operate efficiently and effectively in order to meet existing and future strategic connectivity (link).

Reporting to: Senior Systems Administrator

Main Duties and Accountabilities

- Plans and implements the Local Area Network (LAN) in order to ensure that the LAN and services available are within the ICT Service Level Agreements margins.
- Troubleshooting LAN and WAN issues reported by users and ICT staff, acting as first-line support for all infrastructure issues
- Attend to user service requests regarding hardware, software, and networking and utilize remote access support where applicable.
- Assist in the selection and recommendation of standardized equipment selection. vii. Ensure consistent monitoring of the network performance and ensure that there is full optimization on the network.
- Support in the development; recommendation and documentation of network management plan, policies, procedures, processes, and checklist.
- Develop and maintain a programme of proactive system administration, network including but not limited to network device updates, patches and fixes, system enhancement, log monitoring, and system hardening.

Minimum Qualifications and Experience

- Grade 12 school certificate or its equivalent

- A relevant BSc. Degree in information systems/degree in computer science or its equivalent from a recognized university
- CISCO Certification is an added advantage.
- At least Two (02) Years of relevant professional experience.

Mode of Application

Applicants should submit their applications, certified copies of the qualifications and detailed Curriculum Vitae with three (3) traceable referees contact details. All applications and accompanying documents should be enclosed in the envelope with the position you are applying for clearly labelled on one side of the envelope and sent in hard copy to the address below.

Applications should reach NIPA not later than **Friday, 8th September, 2023.**

THE REGISTRAR
National Institute of Public Administration
P O Box 31990,
Plot No. 4810
Dushanbe Road
Lusaka.

Only successful candidates will be contacted.