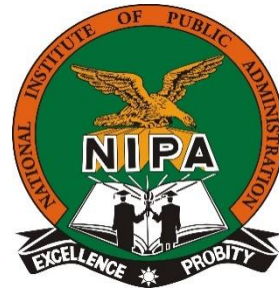


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



INTERNAL ADVERTISEMENT

JOB OPPORTUNITY

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 individual to join its team of skilled professionals.

Applications are now invited for the position below;

POSITION 1: ASSISTANT EXAMINATIONS OFFICER – LIVINGSTONE (1)

Purpose of the Job:

To plan, administer and co-ordinate the Campus's examinations in order to facilitate the smooth conduct of examinations.

REPORTS TO:

Head of Campus, Livingstone.

Knowledge and Skill Requirements:

- 5 'O' Levels or higher acceptable at a University awarding a Diploma qualification or equivalent.
- Diploma in Records Management or equivalent or Public Administration or in any social science.
- A minimum of 1 year post graduate relevant experience is required for the task.
- Oral communication skills.

- Written communication skills.
- Analytical skills.
- Numerical/computation skills.
- Problem solving skills.
- Decision making skills.
- Physical skills.

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, 15th September, 2023.**

Applications should be addressed to:

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

Only candidates who meet the required qualifications will be contacted.