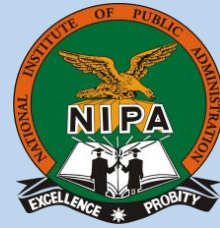


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



THE INSTITUTE

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

The Institute currently has four (4) campuses, namely **Main Campus** along Dushanbe Road and **Burma Road Campus** along Burma Road in Lusaka, **Ndola Campus** located in Monkey Fountain in Ndola and **Livingstone Campus** along Airport Road in the Tourist City.

Dedicated to championing capacity building in the public service, and nurturing professionals committed to equality public service delivery, NIPA has resumed mandatory **public service training** and **certification programme**.

Now, we invite the brightest minds and most passionate individuals to join our team of skilled professionals as **Deputy Registrar, Academic Affairs**.

1.0 POSITION: DEPUTY REGISTRAR, ACADEMIC AFFAIRS

JOB PURPOSE:

To provide leadership and management in matters related to academic administration, ensuring the efficient and effective operation of the academic office.

2.0 PRINCIPAL ACCOUNTABILITIES

- I. Oversee student admissions, examinations office, academic records management, and create an environment conducive to academic excellence and student success.
- II. Collaborate with various training units within and outside the Institute and stakeholders to implement academic policies.
- III. Enhance the academic experience, thereby contributing to the overall success and reputation of National Institute of Public Administration.
- IV. Provide secretarial services to the Board of Studies (BoS) and its Committees, including follow-up activities to ensure the timely implementation of BoS resolutions as well as those of its Committees.

REPORTS TO: REGISTRAR

3.0 QUALIFICATIONS AND PERSONAL ATTRIBUTES

- I. Full Grade 12 School Certificate with a minimum of five (5) credits, including English and Mathematics.
- II. Bachelor's degree in Social sciences, Educational Administration, Human Resource, Public Administration, or its equivalent.
- III. A Master's degree in Social Sciences, Educational Administration, Human Resource, Public Administration, or its equivalent.
- IV. A minimum of four (4) years of practical administrative experience in a Higher Learning Institution or any other reputable organization.
- V. Excellent interpersonal and communication skills, with the ability to collaborate effectively with cross-functional teams and stakeholders.
- VI. Proficiency in MS Office applications.
- VII. Membership of the Zambia Institute of Human Resource Management.

4.0 METHOD OF APPLICATION

Applicants should submit their applications, attaching their Curriculum Vitae, Academic and professional qualifications to the address below.

The closing date and time **for receiving** applications is **Friday 8th March 2024**, at **17:00 hours**.

Applications should be addressed to:

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

PLEASE NOTE:

- ✓ Candidates whose qualifications require determination or interpretation must contact the Zambia Qualifications Authority for assistance before submitting their applications.
- ✓ Only shortlisted candidates will be contacted.