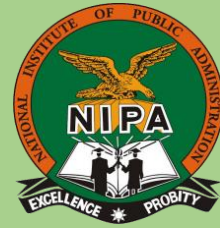


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



INTERNAL JOB VACANCIES

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:

- I. **Special Assistant** to the **Executive Director**
- II. **Administrative Assistant** in the Office of the **Executive Director**
- III. **Registry Supervisor**

1.0 POSITION I: SPECIAL ASSISTANT TO THE EXECUTIVE DIRECTOR - SALARY GRADE NG05

JOB PURPOSE:

This position serves as a key liaison between the Executive Director and internal departments, external stakeholders, and the broader institutional community. The job purpose revolves around contributing to strategic decision-making processes to enhance the Executive Director's effectiveness and organizational productivity.

1.1 PRINCIPAL ACCOUNTABILITIES

- I. **Information Management:** Maintain accurate and up-to-date records, documents, and files relevant to the Executive Director's Office.
- II. **Project Coordination:** Assist in the planning, coordination, and execution of special projects, initiatives, and events led by the Executive Director.
- III. **Communication Facilitation:** Serve as a primary point of contact for internal and external inquiries directed to the Executive Director.
- IV. **Research and Analysis:** Conduct research, gather data, and prepare briefing materials, reports, and presentations to support the Executive Director in decision-making processes.
- V. **Relationship Management:** Cultivate and maintain positive relationships with key stakeholders.
- VI. **Representation:** Represent the Executive Director and the Institute in meetings, events, and other engagements as delegated, demonstrating professionalism, diplomacy, and adherence to Institutional values and principles.
- VII. **Ad Hoc Support:** Provide additional support and assistance to the Executive Director as needed, including ad hoc tasks, special assignments, and priority projects.

REPORTS TO: EXECUTIVE DIRECTOR

1.2 QUALIFICATIONS AND PERSONAL ATTRIBUTES

- II. Full Grade 12 School Certificate with a minimum of five (5) credits, including English and Mathematics.
- III. Bachelor's degree in Social sciences, Educational Administration, Human Resource, Public Administration, Law or its equivalent.
- IV. A Master's degree in Social Sciences, Educational Administration, Human Resource, Public Administration, Law or its equivalent.

- V. A minimum of four (4) years of practical administrative experience in a Higher Learning Institution or any other reputable organization.
- VI. Excellent interpersonal and communication skills, with the ability to collaborate effectively with cross-functional teams and stakeholders.
- VII. Proficiency in MS Office applications.
- VIII. Active Membership to a professional body.

2.0 POSITION II: ADMINISTRATIVE ASSISTANT IN THE OFFICE OF THE EXECUTIVE DIRECTOR - SALARY GRADE NG08

JOB PURPOSE:

The Administrative Assistant in the Office of the Executive Director provides comprehensive administrative support to ensure the smooth functioning of the Executive Director's office. This role is instrumental in managing the Executive Director's schedule, correspondence, and administrative tasks, facilitating efficient communication and coordination to enhance productivity and effectiveness.

2.1 PRINCIPAL ACCOUNTABILITIES

- I. **Calendar Management:** Maintain and manage the Executive Director's calendar, scheduling appointments, meetings, and events.
- II. **Correspondence Handling:** Screen, prioritize, and respond to incoming emails, letters, and phone calls on behalf of the Executive Director.
- III. **Drafting Correspondences:** Draft and prepare minutes, memos, and reports, ensuring accuracy, professionalism, and adherence to organizational standards.
- IV. **Meeting Coordination:** Provide administrative support during meetings, including taking minutes, distributing materials, and following up on action items.
- V. **Travel Arrangements:** Manage travel logistics for the Executive Director, including booking flights, accommodations, transportation, and itineraries.
- VI. **Document Management:** Maintain organized and up-to-date files, records, and documents.
- VII. **Office Organization:** Keep the Executive Director's office space organized and tidy, including managing supplies, equipment, and inventory.

REPORTS TO: EXECUTIVE DIRECTOR

2.2 QUALIFICATIONS AND PERSONAL ATTRIBUTES

- I. Full Grade 12 School Certificate with a minimum of five (5) credits, including English and Mathematics.
- II. A Diploma in Secretarial and Office Management.
- III. Bachelor's degree in Secretarial and Office Management, 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. Active Membership to the Professional Secretaries Association of Zambia.

3.0 POSITION III: REGISTRY SUPERVISOR - SALARY GRADE NG08

JOB PURPOSE:

The Registry Supervisor oversees the efficient operation of the Registry within Institute and its campuses, ensuring accurate record-keeping, timely processing of documents, and adherence to regulatory requirements. This role is responsible for supervising registry staff, managing workflow, and implementing policies and procedures to optimize registry services and support the organization's mission and objectives.

3.1 PRINCIPAL ACCOUNTABILITIES

- I. **Supervision and Leadership:** Provide leadership, guidance, and direction to registry staff, including training, performance management, and professional development.
- II. **Workflow Management:** Oversee the day-to-day operations of the registry department, including assigning tasks, prioritizing workload, and monitoring progress to ensure timely and accurate completion of registry activities.
- III. **Record-Keeping and Documentation:** Ensure the accurate creation, maintenance, and management of records, documents, and files in accordance with institutional policies, regulatory requirements, and industry standards.

- IV. **Quality Assurance:** Conduct regular audits and quality checks to verify the accuracy and completeness of registry records and documentation.
- V. **Regulatory Compliance:** Stay informed about relevant laws, regulations, and guidelines governing registry operations, ensuring compliance with applicable requirements.
- VI. **Client Service:** Provide responsive and courteous customer service, addressing inquiries, resolving issues, and facilitating effective communication to meet stakeholder needs and expectations.
- VII. **Technology Utilization:** Leverage technology tools and systems to optimize registry operations, enhance efficiency, and improve service delivery.

REPORTS TO: ASSISTANT REGISTRAR-HUMAN RESOURCE AND ADMINISTRATION

3.1 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 Records, Archives and Information Management, Library, and Information Management.
- III. A minimum of four (4) years of practical administrative experience in a Higher Learning Institution or any other reputable organization.
- IV. Excellent interpersonal and communication skills, with the ability to collaborate effectively with cross-functional teams and stakeholders.
- V. Proficiency in MS Office applications.
- VI. Active Membership to either Zambian Archives and Records Management Association or Library and Information Association of Zambia.

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: Only shortlisted candidates will be contacted.