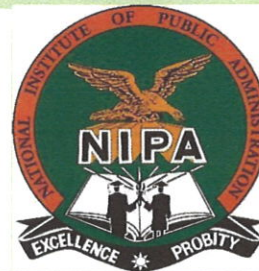


# OFFICE OF THE PRESIDENT



National  
Institute of Public  
Administration



## EXTERNAL ADVERTISEMENT

### JOB OPPORTUNITIES

#### THE INSTITUTE

Established in 1963 and rooted in a rich legacy of over 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.

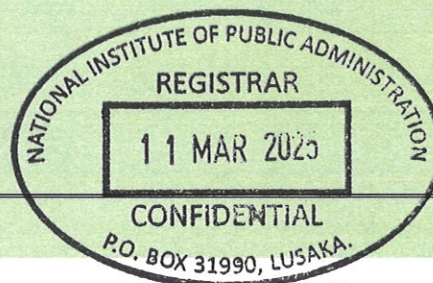
The Institute currently has five (5) campuses, namely **Main Campus** along *Dushanbe Road* in Lusaka, **Burma Road Campus** on *Burma Road* in Lusaka, **Ndola Campus** located in the *Monkey Fountain* in Ndola; **Livingstone Campus** on *Airport Road* in the Tourist City in Livingstone and **Solwezi Campus** in Solwezi, Northwestern Province.

The Institute's Mandate is to perform the following:

1. *Public Service Training and Certification;*
2. *Academic Education;*
3. *Research, Innovation and Collaborations;* and
4. *Commercialization of Business Entities.*

The Institute now invites the brightest minds and most passionate individuals to join our team of skilled professionals as:

1. *Director - Distance Learning*
2. *Director - Internal Audit*
3. *Coordinator, Strategic Plan-Monitoring and Evaluation/Senior Lecturer (Strategic Management)*





**POSITION 1: DIRECTOR, DISTANCE LEARNING DIVISION**

**Purpose of the Job**

To direct coordinate and manage the provision of Academic and Administrative services at NIPA to ensure effective delivery of distance learning services to Institutes Clients as well as to provide education services to the public in terms of developing Human resource for the Nation.

**Answerable to: Executive Director**

**Knowledge and Skills Requirements:**

- a) Grade Twelve (12) School Certificate with at least five (05) credits or higher, acceptable at a university awarding a BA/BSs Degree qualification or equivalent.
- b) BA/BSc Degree in a relevant field.
- c) Master's Degree in Education, Social Science or equivalent.
- d) PhD is an added advantage.
- e) A minimum of 10 years post qualification experience with sufficient job on training in various aspects of the job
- f) Membership of the Zambia Institute of Human Resource Management or any related field.
- g) Excellent Written and oral communication skills, Production, editing, compiling re-interpreting and packaging policy documents, reports, speeches and technical papers.
- h) Knowledge of formulating, implementing and reviewing of the strategic plan to assess the division performance towards set targets and objectives
- i) Strong Problem solving skills, provide Management with solutions for performance management, systems and process improvement.
- j) Strong Decision making skills as the Job requires making decisions which are in line with key broadly defined parameters, set procedures and formulate policy change.
- k) Numerical/computation skills, rrelatively complex calculations, use of Maths where necessary is a prime requirement.

**Location:** Main Campus





**POSITION 2: DIRECTOR, INTERNAL AUDIT**

**Purpose of the Job**

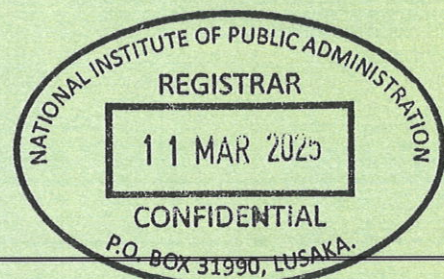
Under the general direction of the Executive Director, the Director Internal Audit is responsible for planning, managing audits and value for money audit and investigation assignments aimed at providing internal audit assurance and advisory services to management and the Governing Council and ensure quality assurance on the adequacy and effectiveness of risk management framework and internal controls being applied in the Institute.

**Answerable to: Executive Director**

**Knowledge and Skills Requirements:**

- a) Grade Twelve (12) School Certificate with at least five (05) credits or higher, acceptable at a University awarding BA/BSs Degree qualification or equivalent.
- b) University degree in Accountancy and a full professional accounting qualification such as ACCA/CIMA / CA / ZICA or equivalent.
- c) Master of Business Administration (MBA) or equivalent will be an added advantage.
- d) Certified Internal Auditor will be an added advantage.
- e) Ten (10) years post qualifying experience, 5 of which must be at senior management level.
- f) Membership of the Zambia Institute of Chartered Accountants (ZICA).
- g) Membership of the Institute of Internal Auditors (IIA).
- h) Excellent communication skills to enable communication with internal as well as external stakeholders.
- i) Ability to analyze and interpret data logically in order to assist Management to arrive at optimal or conclusive decisions.
- j) Excellent decision making ability requiring balancing among competing demands and stakeholder interests.
- k) Wide experience in financial management, strategic planning and budgeting, short term and long-term planning.
- l) Accountable for monitoring overall financial performance of the Institute.
- m) Excellent interpersonal skills essential including Emotional stability and ability to balance the requirements of different stakeholders of the institute.

**Location:** Main Campus





### **POSITION 3: COORDINATOR-STRATEGIC PLAN, MONITORING & EVALUATION/SENIOR LECTURER (STRATEGIC MANAGEMENT)**

#### **Purpose of the Job**

The suitable candidate's main focus will be to coordinate the development, implementation and monitoring & Evaluation of NIPAs Strategic Plan. In addition to the above, the candidate will also provide Teaching and Learning services to Undergraduate and Post graduate students. With the Knowledge of public service training and certification requirements, designing and delivering training programmes, and to understand the importance of certification in the public service.

**Answerable to:** Deputy Executive Director, Academics

#### **Knowledge and Skills Requirements:**

- a) Grade Twelve (12) School Certificate with at least five (05) credits or higher, acceptable at a university awarding a BA/BSs Degree qualification or equivalent.
- b) Bachelor's degree in Business or, Project Management, or in a related field.
- c) Master's Degree in a related field or equivalent.
- d) A Doctorate (PhD) in a relevant academic discipline.
- e) Past experience coordinating strategic plan and or policy formulation is a must.
- f) A sound understanding of the key components of a strategic plan.
- g) Experience in the implementation, monitoring and evaluation of a strategic plan.
- h) Proven track record of publications in international/peer reviewed journals.
- i) A minimum of seven (7) years post qualification experience in teaching/lecturing with sufficient job on training in various aspects of the job.
- j) Experience of teaching and assessment on relevant undergraduate and postgraduate programmes and of professional examining.
- k) Experience of PhD Supervision or Examination through to successful completion will be added advantage.
- l) Membership of a professional body.
- m) Excellent Written and oral communication skills.
- n) Ability to think strategically and develop innovative solutions, and coordinate development of the Institutions Strategic Plan
- o) Knowledge of formulating, implementing, monitoring and review of the Institutes strategic plan.





- p) Provide Management with solutions for performance management, systems and process improvement.
- q) Strong decision-making skills, in setting procedures and/or formulating policy changes.
- r) Knowledge of public service training and certification requirements and experience in designing and delivering training programmes.

**Location:** Main Campus

### **METHOD 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 an envelope with the position clearly labelled on one side of the envelop and sent in hard copy to the address below. Applications should reach NIPA not later than **Friday, 4<sup>th</sup>April, 2025.**

The Registrar  
National Institute of Public Administration  
P.O Box 31990,  
Plot No. 4810 Dushanbe Road  
**Lusaka.**

**Only successful candidates will be contacted.**

