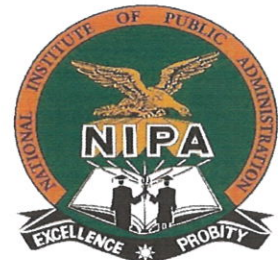




OFFICE OF THE PRESIDENT



National Institute of Public Administration



EXTERNAL ADVERTISEMENT

JOB OPPORTUNITIES

THE INSTITUTE

Established in 1963 and rooted in a rich legacy of over six (6) 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**.

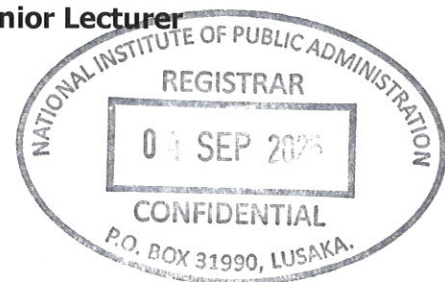
The Institute currently has five (5) campuses, namely Main Campus on Dushanbe Road in Lusaka, Burma Road Campus on Burma Road in Lusaka, Ndola Campus located in *Monkey Fountain* in Ndola, Livingstone Campus on Airport Road in the Tourist City in Livingstone and Solwezi Campus in Solwezi, Northwestern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

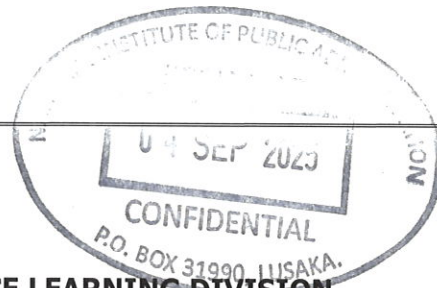
The Institute's Mandate is anchored by the following pillars:

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 its team of skilled professionals as:

- | | | |
|-----------------------|---|---|
| 1. Director | - | Distance Learning |
| 2. Director | - | Legal Studies |
| 3. Director | - | Internal Audit |
| 4. Director | - | Public Service Training and Certification. |
| 5. Coordinator | - | Strategic Plan/Senior Lecturer |



**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.

Reports to: Executive Director**Knowledge and Skills Requirements:**

1. 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.
2. BA/BSc Degree in a relevant field.
3. Master's Degree in a related field or equivalent and closely linked to the Bachelor's degree
4. A Doctorate Degree in a relevant academic discipline and closely linked to the Master's and Bachelor's Degree
5. A minimum of 10 years post qualification experience with a lot of job on training in various aspects of the job, 5 of which must be at senior management level.
6. Membership of the Zambia Institute of Human Resource Management or any relevant professional association.
7. Excellent Written and oral communication skills, Production, editing, compiling re-interpreting and packaging policy documents, reports, speeches and technical papers.
8. Knowledge of formulating, implementing and reviewing of the strategic plan to assess the division performance towards set targets and objectives
9. Strong Problem-solving skills so as to provide Management with solutions for performance management, systems and process improvement.
10. 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.
11. Numerical/computation skills for relatively complex calculations as use of computations where necessary is a prime requirement.

Location: Main Campus**Key Principal Accountabilities (KPA)**

1. Provide strategic direction for distance learning programmes, ensuring alignment with national development goals through forward-thinking and planning.
2. Coordinate academic and administrative operations to ensure efficient and effective delivery of distance education services.
3. Oversee the development and quality assurance of programmes, ensuring they meet institutional and regulatory standards.
4. Build and maintain strong relationships with clients, students, and partners to enhance programme relevance and satisfaction.
5. Design and deliver education programmes that contribute to developing national human capital, while guiding and inspiring internal teams.
6. Drive the use of innovative digital tools in distance learning, adapting quickly to emerging technologies and trends



Key Performance Indicators

1. *Programme Reach and Enrollment Growth*: Percentage increase in student enrollment in distance learning programmes by a targeted percentage annually.
2. *Course Completion and Student Success Rate*: Percentage of enrolled students who complete programmes successfully within the standard timeframe.
3. *E-Learning Platform Performance and Uptime*: Maintain 99%+ uptime of the distance learning platform with minimal technical disruptions.
4. *Content Quality and Relevance*: Percentage of course materials reviewed and updated annually to reflect current trends and standards
5. *Student Satisfaction and Engagement*: Achieve and maintain a minimum of 85% positive feedback in student satisfaction surveys regarding content delivery and support services.
6. *Faculty and Staff Training in Digital Pedagogy*: Percentage of faculty trained annually in effective online teaching and learning methodologies.

Remuneration and Terms of Engagement

1. A Senior Management position at Salary Scale of NG03;
2. An **attractive and competitive** remuneration package, commensurate with the strategic importance of the role, will be offered to the successful candidate;
3. The appointment will be on a **fixed term contract** of a **period of three (3) years** with the possibility of renewal based on performance and demonstrated value to the Institute's mission and growth;
4. Other terms and conditions shall be availed at the point of appointment.

POSITION 2:

DIRECTOR, LEGAL STUDIES

Purpose of the Job

To provide academic, administrative, and strategic leadership for the NIPA Legal Studies division and ensure delivery of high-quality legal education by overseeing curriculum development, faculty performance, student engagement, and compliance with educational and accreditation standards. The director also plays a key role in fostering partnerships with legal institutions, guiding program growth, and aligning the department's objectives with the overall mission of the Institute.

Reports to: Executive Director

Knowledge and Skills Requirements:

1. 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.
2. Bachelor of Laws (LLB), Master of Laws (LLM), and Doctor of Laws (LLD/DLL) from a recognized institution.
3. A minimum of 10 years' cumulative experience in legal education or practice, with at least 5 years in a senior academic, legal, or administrative leadership role.
4. Proven track record in legal curriculum development, legal research, and academic quality assurance.

5. Demonstrated familiarity with legal regulatory frameworks and standards for legal education.
6. Strong understanding of academic governance, professional legal ethics, and legal technology trends.
7. Excellent Written and oral communication skills, Production, editing, compiling re-interpreting and packaging policy documents, reports, speeches and technical papers.
8. Knowledge of formulating, implementing and reviewing of the strategic plan to assess the division performance towards set targets and objectives.
9. Strong Problem-solving skills so as to provide Management with solutions for performance management, systems and process improvement.
10. Strong Critical thinking, decision making skills and integrity as the Job requires making decisions which are in line with key broadly defined parameters, set procedures and formulate policy change.

Location: *Main Campus*

Key Principal Accountabilities (KPA's)

1. Provide strategic direction and lead the Legal Studies division in academic planning, program delivery and overall faculty development.
2. Coordinate academic and administrative operations to ensure efficient and effective delivery of education services.
3. Supervise curriculum review and ensure alignment with national and international legal education standards.
4. Build and maintain strong relationships with clients, Legal professional bodies, Law Societies and other learning institutions so as to enhance programme relevance and client satisfaction.
5. Oversee departmental budgeting, staffing, and regulatory compliance.
6. Drive the use of innovative digital tools in learning and quick adaptation to emerging technologies and trends

Key Performance Indicators

1. *Programme Reach and Enrollment Growth:* Percentage increase in student enrollment in legal programmes by a targeted percentage annually.
2. *Course Completion and Student Success Rate:* High graduate success rates and bar admission performance.
3. *Content Quality and Relevance:* Percentage of course materials reviewed and updated annually to reflect current trends and standards while ensuring Timely accreditation and regulatory compliance.
4. *Student Satisfaction and Engagement:* Achieve and maintain a minimum of 85% positive feedback in student satisfaction surveys regarding content delivery and support services.
5. *Team Leadership and Development:* Inspire and develop the team by demonstrating emotional intelligence and effective coaching and mentoring.



Remuneration and Terms of Engagement

1. A Senior Management position at Salary Scale of NG03;
2. An **attractive and competitive** remuneration package, commensurate with the strategic importance of the role, will be offered to the successful candidate.
3. The appointment will be on a **fixed term contract** of a **period of three (3) years**, with the possibility of renewal based on performance and demonstrated value to the Institute's mission and growth.
4. Other terms and conditions shall be availed at the point of appointment.

POSITION 3:

DIRECTOR, INTERNAL AUDIT

Purpose of the Job

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.

Administratively Reports to: Executive Director

Functionally Reports to: Audit and systems Committee

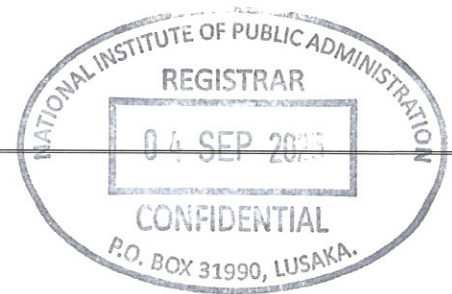
Knowledge and Skills Requirements:

1. Grade Twelve (12) School Certificate with at least five (05) credits or higher, acceptable at a university awarding BA/BSs Degree qualification or equivalent.
2. University degree in Accountancy or any other related field
3. A full professional accounting qualification such as ACCA/CIMA / CA / ZICA and or equivalent.
4. Master's Degree in a relevant and closely related academic discipline demonstrating academic purity
5. Internal Auditor certification such as SISA/ CIA/ CFA or equivalent will be an added advantage
6. Ten (10) years post qualifying experience, 5 of which must be at senior management level.
7. Valid Membership of the Zambia Institute of Chartered Accountants (ZICA).
8. Valid Membership of the Institute of Internal Auditors (IIA).

Location: Main Campus

Key Principal Accountabilities (KPA's)

1. *Audit Planning and Execution:* Lead strategic audit planning and ensure timely delivery of quality audits with strong attention to detail.
2. *Risk Management and Internal Controls:* Evaluate risk frameworks and internal controls using analytical judgment to recommend improvements.



3. *Advisory and Assurance:* Provide clear, persuasive advisory support to management and the Governing Council to enhance decision-making
4. *Investigations and Value-for-Money Audits:* Conduct discreet and thorough investigations and audits that promote operational efficiency.
5. *Quality Assurance and Compliance:* Uphold rigorous quality and compliance standards through accountability and continuous learning.
6. *Team Leadership and Development:* Inspire and develop the audit team by demonstrating emotional intelligence and effective coaching

Key Performance Indicators

1. **Audit Planning and Execution:** Complete 100% of the approved annual audit plan and deliver at least 90% of audit reports within agreed timelines and scope.
2. **Risk Management and Internal Controls:** Submit quarterly risk assessment reports with actionable recommendations and achieve at least an 80% implementation rate of mitigation actions.
3. **Advisory and Assurance:** Deliver a minimum of four formal advisory briefings annually and maintain an 85% or higher stakeholder satisfaction rating.
4. **Investigations and Value-for-Money Audits:** Conclude all assigned investigations on time and identify cost savings or efficiency gains in at least two major audits annually.
5. **Quality Assurance and Compliance:** Ensure 100% compliance with IIA standards and conduct internal quality assurance reviews on at least 20% of completed audits each year.
6. **Team leadership and development:** Provide all audit staff with at least one professional development opportunity annually and maintain an internal team satisfaction rating above 80%.

Remuneration and Terms of Engagement

1. A Senior Management position at Salary Scale of NG03;
2. An **attractive and competitive** remuneration package, commensurate with the strategic importance of the role, will be offered to the successful candidate.
3. The appointment will be on **fixed term contract** of a **period of three (3) years**, with the possibility of renewal based on performance and demonstrated value to the Institute's mission and growth.
4. Other terms and conditions shall be availed at the point of appointment.

POSITION 4: DIRECTOR - PUBLIC SERVICE TRAINING AND CERTIFICATION.

Purpose of the Job

The suitable candidate will provide strategic leadership, oversight, and coordination of public service training, capacity building, and certification initiatives aligned with Zambia's public service reform agenda and the 8th National Development Plan (8NDP). This role aims to enhance the competence, professionalism, and ethical standards of public service employees through mandatory and standardized public service training and certification programmes, including sector-



specific continuous professional development (CPD). The goal is to ensure that public servants are equipped to deliver efficient, transparent, and citizen-focused services.

Reports to: Executive Director

Knowledge and Skills Requirements:

1. 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.
2. Bachelor's degree in Business, Project Management, or in a related field.
3. Master's Degree in a related field or equivalent and closely linked to the Bachelor's degree
4. A Doctorate Degree in Public Administration, Human Resource Development, Business Administration, Education Management, or a closely related field.
5. At least 10 years of experience in training, development, or public sector management, including 5 years in a senior leadership or program oversight role.
6. A sound understanding of the key components of a strategic plan.
7. Demonstrated expertise in competency-based training and national certification systems.
8. Experience designing and implementing large-scale training programs in or for public service institutions.
9. Familiarity with monitoring and evaluation tools, adult learning principles, and government training frameworks.
10. Strong leadership skills, ethical conduct, project management competencies and innovation mindset.
11. Valid Membership of a professional body.

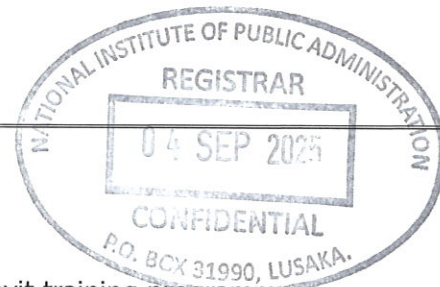
Location: *Main Campus*

Key Principal Accountabilities (KPA's)

1. *Strategic Planning:* Provide strategic direction in the development and delivery of public service training and certification programs.
2. *Monitoring & Evaluation:* Design and manage M&E systems using analytical skills to track progress and recommend improvements. Oversee accreditation, certification, and performance tracking systems.
3. *Teaching Delivery:* Manage department operations including budgeting, staffing, and quality assurance.
4. *Compliance Management:* Ensure alignment of training programs with national public service reform goals and certification standards.
5. *Stakeholder Engagement:* Build and maintain partnerships with Government Agencies and Training Institutions.

Key Performance Indicators

1. Percentage increase in public servants trained and certified annually under mandatory programmes.
2. Number of CPD programmes implemented per sector and participation rates across ministries.



3. Completion and success rates of pre-service, in-service, and exit training programmes.
4. Annual M&E reports demonstrating measurable improvements in public service delivery tied to training interventions.
5. Percentage of training programmes meeting national certification and compliance benchmarks.
6. Number and quality of collaborative partnerships established with government departments and training institutions.
7. Evidence of innovative training methodologies, including digital platforms, implemented to improve learning outcomes and access.

Remuneration and Terms of Engagement

1. A Senior Management position at Salary Scale of NG03;
2. An **attractive and competitive** remuneration package, commensurate with the strategic importance of the role, will be offered to the successful candidate.
3. The appointment will be on a **fixed term contract** of a **period of three (3) years** with the possibility of renewal based on performance and demonstrated value to the Institute's mission and growth.
4. Other terms and conditions shall be availed at the point of appointment.

POSITION 5: COORDINATOR-STRATEGIC PLAN /SENIOR LECTURER

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.

Reports to: Executive Director

Knowledge and Skills Requirements:

1. 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.
2. Bachelor's degree in Business, Project Management, or in a related field.
3. Master's Degree in a related field or equivalent and closely linked to the Bachelor's degree
4. A Doctorate Degree in a relevant academic discipline and closely linked to the Master's and Bachelor's Degree
5. Past experience coordinating strategic plan and or policy formulation is a must.
6. A sound understanding of the key components of a strategic plan.
7. Experience in the implementation, monitoring and evaluation of a strategic plan.
8. Proven track record of publications in international/peer reviewed journals.

9. A minimum of ten (10) years post qualification experience in teaching/lecturing with a lot of job on training in various aspects of the job, 5 of which must be at senior management level.
10. Experience of teaching and assessment on relevant undergraduate and postgraduate programmes and of professional examining.
11. Experience of PhD Supervision or Examination through to successful completion will be added advantage.
12. Member of a professional body.

Location: *Main Campus*

Key Principal Accountabilities (KPAs)

1. *Strategic Planning:* Lead the development and review of NIPA's Strategic Plan with strategic foresight to align with national and institutional goals.
2. *Monitoring & Evaluation:* Design and manage M&E systems using analytical skills to track progress and recommend improvements.
3. *Teaching Delivery:* Provide engaging, clear, and interactive teaching to undergraduate and postgraduate students through strong communication.
4. *Training Programme Development:* Create innovative and relevant training programmes using creativity to meet evolving public service needs.
5. *Compliance Management:* Ensure all training meets certification and accreditation standards with meticulous attention to detail.
6. *Stakeholder Engagement:* Build and maintain strong partnerships through excellent interpersonal skills to advance NIPA's objectives

Key Performance Indicators

1. Strategic Plan Implementation Rate: Percentage of planned strategic initiatives successfully implemented within set timeframes and budgets annually.
2. Monitoring & Evaluation (M&E) Effectiveness: Number of quarterly and annual M&E reports produced with actionable insights, and the proportion of recommendations implemented.
3. Teaching Load and Quality: Number of undergraduate and postgraduate courses delivered per semester, combined with average student evaluation scores (e.g., ≥80% satisfaction).
4. Certification Compliance Rate: Percentage of training programmes aligned with national public service certification requirements and standards.
5. Stakeholder Engagement and Satisfaction: Frequency and quality of collaboration with stakeholders (e.g., government departments, training institutions), with at least 90% stakeholder satisfaction rate in feedback surveys.

Remuneration and Terms of Engagement

1. A Middle Management position at the Salary Scale of NG04;
2. An **attractive and competitive** remuneration package, commensurate with the strategic importance of the role, will be offered to the successful candidate.

3. The appointment will be on **fixed term contract** of a **period of three (3) years** with the possibility of renewal based on performance and demonstrated value to the Institute's mission and growth.
4. Other terms and conditions shall be availed at the point of appointment.

METHOD OF APPLICATION

Applicants should submit their applications, **Zambia Qualifications Authority** (ZAQA) verified 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, 26th September, 2025**.

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

Only successful candidates will be contacted.

