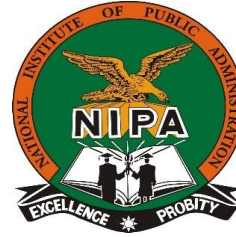


# National Institute of Public Administration



## JOB ADVERT

### THE ORGANISATION

The National Institute of Public Administration [NIPA], exists under the Act of Parliament No. 15 of 1998. The Institute now seeks the services of a highly motivated individual to join its team of skilled professionals.

Applications are now invited for the position of Registrar.

### REGISTRAR (01)

REPORTS TO: EXECUTIVE DIRECTOR

### JOB PURPOSE:

To direct and control the administrative and human resource functions of NIPA to ensure proper and effective utilization of human resources and a stimulating environment for training, and conducting research and consultancy as well as safeguarding the Institution's interests.

### Duties and Responsibilities:

- ❖ Plan and coordinate NIPA Governing Council Corporate affairs/business;
- ❖ Direct functions pertaining to general administration and human resources management of the Institute;
- ❖ Plan and coordinate Board of Studies business efficiently and effectively;
- ❖ Direct functions pertaining to student registration, admissions, administration of examinations and general academic affairs of the Institute;
- ❖ Ensure compliance with legal requirements and availability of legal services to the NIPA Governing Council and Administration;
- ❖ Plan and ensure provision of safety, health and security services to the Institute's Community;
- ❖ Plan, direct and maintain infrastructure utilisation and development in order to ensure an acceptable learning and living environment in the Institute;
- ❖ Provide guidance and advice on questions of business ethics and good governance to all stakeholders in the Institute;

### Knowledge and Skills requirements:

- ❖ Grade 12 University entrant;
- ❖ Bachelor's Degree in any field but preferably Social Sciences or Educational

- Administration;
- ❖ Master's Degree in any field but preferably Social Sciences or Educational Administration;
  - ❖ Minimum ten (10) years working experience in a higher learning environment
  - ❖ Highly specialized diplomacy required;
  - ❖ Ability to communicate effectively both in writing and orally;
  - ❖ Good computational/numerical skills;
  - ❖ Good analytical skills;
  - ❖ Computer literate and a good understanding of Students Information Systems;
  - ❖ Ability to formulate, implement and interpret labour laws, policies, procedures and strategies;
  - ❖ Ability to produce complex or technical reports;
  - ❖ Membership to the Zambia Institute of Human Resource Management.

#### METHOD OF APPLICATION

Applicants should submit their applications, Certified copies of the qualifications and detailed Curriculum Vitae with three (3) traceable referees contact details to the address below.

The Executive Director  
National Institute of Public Administration  
P O Box 31990  
Dushanbe Road **Lusaka.**

Email: [executivedirector@nipa.ac.zm](mailto:executivedirector@nipa.ac.zm)

Applications should reach NIPA not later than **Friday,14<sup>th</sup> January, 2022.** Only successful candidates will be contacted.