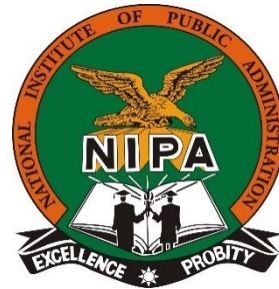


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



JOB ADVERTISEMENT

JOB OPPORTUNITY

THE ORGANISATION

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

Applications are now invited for the position below.

POSITION: Accounts Assistant (1) Livingstone Campus

Applicants must be Livingstone residents.

Job Purpose:

To process operational receipts and payments to ensure smooth operations at the Institute.

- Filling Accounts Records
- Ensuring transactions and records are correct.
- Posting and processing entries in Sage Evolution Accounting system to ensure all receipts and payments are recorded.
- Dealing with student queries.

Reports to: Head of Campus and Financial Accountant

Knowledge and Skills Requirements

- Grade Twelve (12) School Certificate with at least five (05) credits or better including Mathematics and English.
- Minimum Diploma in Accounts, ZICA Certificate Stage, ACCA I, CIMA I or equivalent
- At least two (2) years relevant experience.
- Monitoring daily communications and answering any queries.

- Ensuring Receipts and Payments are correctly recorded.
- Working with spreadsheets, and Sage Evolution Sales and Purchase ledgers.
- Recording and filing transactions.
- Invoice processing and filing.
- Processing payment requests for approval by the Accountant.
- Assisting with Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.

Location: Livingstone Campus

CONDITIONS OF SERVICE

NIPA Conditions of Service for staff on Permanent and Pensionable basis, shall apply.

METHOD OF APPLICATION

Applicants should submit their applications, attaching their Curriculum Vitae, Academic and Professional qualifications to the address below. Closing date for submitting applications is **Friday, 8th December, 2023**.

Applications should be addressed to:

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

[Only candidates who meet the required qualifications will be contacted](#)