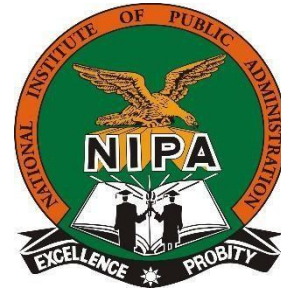


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



ADVERTISEMENT

EMPLOYMENT OPPORTUNITIES

1.0 About NIPA

Established in 1963 and rooted in a rich legacy of six decades, the National Institute of Public Administration [NIPA] stands as an Institute of Choice within the Office of the President and exists under the Act of Parliament No. 15 of 1998.

Dedicated to championing capacity building for the public service, and nurturing leaders committed to advancing governance, NIPA is poised to embark on a historic journey. In January 2024, we are set to resume our pioneering public service training and certification programme.

Now, we invite the brightest minds and most passionate individuals to join our team of skilled professionals as we shape the future of public service training in our nation. This is your opportunity to be a part of a significant national undertaking and contribute to the evolution of governance in our country. If you are motivated, forward-thinking, and ready to make a real impact, NIPA is the place for you.

Join NIPA in Shaping the Future of Public Service Training and Certification!

Position I: Bursar

A. About the Position:

- (i) NIPA is seeking an experienced and visionary Bursar to lead NIPA's financial strategy and ensure the sustainable growth of the Institution.
- (ii) The Bursar, answerable to the **Executive Director**, will be a key member of the executive team, and responsible for overseeing all financial and resource mobilization aspects, strategic leadership in budgeting and financial management of the Institution.
- (iii) The successful candidate will be expected to develop and maintain financial and accounting standards, procedures and internal controls within broad policy guidelines complying with international accounting standards and broad financial management policy to ensure the Institute manages its financial resources properly.

B. Qualifications and Skills Requirements:

- (i) Grade 12 University Entrant.
- (ii) A bachelor's degree in finance, accounting, or a related field.
- (iii) A master's degree which must be aligned with the first degree stated in (iii) above.
- (iv) Professional certification such as ZICA, CIMA, or equivalent.
- (v) Minimum of 10 years of financial management experience, including at least 5 years in a leadership role.
- (vi) Proven track record in FinTech, financial planning, budgeting, and analysis.
- (vii) Strong knowledge of financial regulations and compliance.
- (viii) Excellent interpersonal and communication skills.
- (ix) Proficiency in financial software and tools.
- (x) Ability to adapt to a changing financial landscape.

Position II: Information Technology Manager

A. About the Position:

- (i) NIPA is searching for an IT Manager to lead technology initiatives, ensuring that the Institute remains at the forefront of the digital age in the field of public service training and certification.
- (ii) The IT Manager, answerable to the **Director ICT**, will be responsible for the development and implementation of technology strategies to support the Institute's mandate of fostering an ethical and competent public service.

- (iii) The IT Manager is responsible for formulating and continuously evolving technology strategies that align with the goals and mission of the Institute.
- (iv) He/she will oversee the implementation and day-to-day management of technology solutions and infrastructure.
- (v) The successful candidate will be expected to safeguard sensitive data, ensuring data privacy, and protecting against cyber threats by conducting regular audits, and ensuring compliance with relevant regulations and standards.

B. Qualifications and Skills Requirements

- (i) Grade 12 University Entrant.
- (ii) A bachelor's degree in information technology, computer science, or a related field.
- (iii) A master's degree in a relevant discipline that complements the bachelor's degree.
- (iv) Membership to a professional body.
- (v) A minimum of 5 years of experience in information technology, including at least 2 years in a leadership or managerial role.
- (vi) Demonstrated expertise in IT strategy development, technology implementation, and management.
- (vii) Strong knowledge of IT regulations, cybersecurity, and compliance in the context of public service training and certification.
- (viii) Excellent interpersonal and communication skills, with the ability to collaborate effectively with cross-functional teams and stakeholders.
- (ix) Proficiency in IT software and tools, and a track record of successfully integrating technology solutions to support organizational goals.
- (x) Proven adaptability to the evolving technology landscape, staying updated on emerging trends and best practices in IT management and cybersecurity.

Position III: Conference Manager

A. About the Position

- (i) NIPA is seeking a dynamic Conference Manager to drive business initiatives and propel the Institute's presence in the realm of conferences and professional development.
- (ii) Reporting to the **Registrar**, the Conference Manager will play a key role in shaping and executing strategies to support the Institute's mission of fostering an ethical and competent public service.
- (iii) This role involves the formulation and continuous evolution of strategies that align with the Institute's goals and vision, positioning it as a leader in conferencing management and business development.

- (iv) The successful candidate will be responsible for overseeing the planning, organisation, and day-to-day management of conferences, with a focus on delivering exceptional experiences and outcomes.
- (v) Additionally, the Conference Manager will be expected to cultivate partnerships, drive business growth, and ensure adherence to industry standards and best practices.

B. Qualifications and Skills Requirements

- (i) Grade 12 University Entrant.
- (ii) A bachelor's degree in marketing, business administration or related field.
- (iii) A master's degree in a relevant discipline that complements the bachelor's degree is advantageous.
- (iv) Membership to a professional body.
- (v) At least 5 years of progressive experience in conferencing management, event planning, marketing, or business development, with at least 2 years in a leadership or managerial role.
- (vi) Demonstrated expertise in conference strategy development, event execution, and business growth.
- (vii) Strong knowledge of industry regulations, marketing strategies, and compliance related to conference management.
- (viii) Excellent interpersonal and communication skills, with the ability to collaborate effectively with diverse teams and stakeholders.
- (ix) Proficiency in business development software and tools, and a track record of successfully expanding business opportunities and enhancing the Institute's reputation.
- (x) Proven adaptability to the evolving landscape of conference management and professional development, keeping abreast of emerging trends and best practices in the industry.

Position IV: Marketing and Communications Manager

A. About the Position

- (i) NIPA is in search of a proactive Marketing and Communications Manager to lead strategic marketing initiatives and elevate the Institute's communication efforts.
- (ii) The Marketing and Communications Manager, reporting directly to the **Executive Director**, will be instrumental in shaping and executing marketing and communication strategies that align with the Institute's mission of fostering an ethical and competent public service.
- (iii) This role involves the formulation and continuous development of marketing and communication strategies that reflect the Institute's vision and position it as a prominent institution in public service training and certification.

- (iv) The successful candidate will oversee marketing campaigns, branding, and communication activities to enhance the Institute's visibility and impact.
- (v) Additionally, the Marketing and Communications Manager will be responsible for building strong partnerships, ensuring effective communication, and maintaining brand consistency.

B. Qualifications and Skills Requirements

- (i) Grade 12 University Entrant
- (ii) A bachelor's degree in marketing, communications, or a related field.
- (iii) A master's degree in a relevant discipline that complements the primary bachelor's degree is advantageous.
- (iv) Membership to a professional body.
- (v) At least 5 years of progressive experience in marketing and communications, including at least 2 years in a leadership or managerial role.
- (vi) Demonstrated expertise in marketing strategy development, communication planning, and brand management.
- (vii) Strong knowledge of industry regulations, public relations, and compliance related to marketing and communications.
- (viii) Excellent interpersonal and communication skills, with the ability to collaborate effectively with cross-functional teams and stakeholders.
- (ix) Proficiency in marketing and communication software and tools, and a track record of successfully enhancing an organization's brand and reputation.
- (x) Proven adaptability to the evolving landscape of marketing and communications, staying updated on emerging trends and best practices in the industry.

Position v. Procurement Officer

A. About the Job

To acquire authorized goods and services of approved specification and quality from the right sources at the right economic price available to users in the right condition, quality at the right time and at the right place. The Procurement Officer will be reporting to the **Senior Procurement Officer**

B. Qualifications and Skills Requirements

- i. 5 'O' Levels or higher acceptable at a University.
- ii. Bachelors 'Degree in Purchasing and Supply or CIPS Graduate Diploma or equivalent.
- iii. Minimum two (02) years relevant post qualifying work experience.
- iv. Excellent oral and written communication Skills.
- v. Must be Computer Literate.

vi. Professional body membership

How to Apply:

Interested candidates who meet the qualifications are invited to submit their applications, including a cover letter, detailed curriculum vitae, academic certificates, and three professional references. Please send your application to the following address:

The Registrar

National Institute of Public Administration

P. O. Box 31990

Dushanbe Road

LUSAKA

The deadline for applications is **Friday 1st December 2023. Only shortlisted** candidates will be contacted for interviews.

NIPA is an equal opportunity employer, and we encourage applications from qualified individuals of all backgrounds.