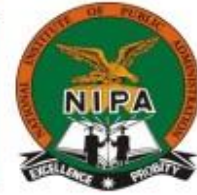


# OFFICE OF THE PRESIDENT



National  
Institute of Public  
Administration



## JOB OPPORTUNITIES

### THE ORGANISATION

Established in 1963 and rooted in a rich legacy of 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 four (4) campuses, namely **Main Campus** along *Dushanbe Road* and **Burma Road Campus** along *Burma Road* in Lusaka, **Ndola Campus** located in *Monkey Fountain* in Ndola and **Livingstone Campus** along *Airport Road* in the Tourist City.

Dedicated to championing capacity building in the public service, and nurturing professionals committed to equality public service delivery, NIPA has resumed mandatory public service training and certification programme. Now, we invite the brightest minds and most passionate individuals to join our team of skilled professionals in the **Research, Consultancy and Development Division (RCDD)**.

### 1.0 JOB TITLE. **Consultant, Consulting (1)**

#### **Job Purpose**

Plans, designs and conducts research and development activities to enhance the Institute's performance and delivery of services to the clients. Role holder is involved in research, data generation and collection using standard and well-defined methods. The purpose of the position is to provide well researched and analyzed information, economic and statistical data on social and economic matters to be used by the Institute and stakeholders for policy direction and decision making. The role is aimed at assisting in the review and strengthening of the Research, Consultancy and Development activities execution capacity of the Division.

**Reports to: Head of Department, Consulting**

#### **Knowledge and Skills requirements**

- 5 '0' Levels or higher acceptable at a University.
- Bachelor's degree in social sciences or humanities with merit preferred.
- Master's degree in social sciences or humanities.

- Minimum two (02) years' experience in applied research with ability to initiate and execute a diverse portfolio of research projects.
- Evidence of publications in area of specialization.
- Must have held a similar position in an academic or training institution or a similar organization.
- Excellent oral and written communication skills.
- Report writing and presentation skills.
- Knowledge of research methods and techniques.

**Location** : Main Campus

## **2.0 JOB TITLE. Consultant, Research (1)**

### **Job Purpose**

Plans, designs and conducts research and development activities to enhance the Institute's performance and delivery of services to the clients. Role holder is involved in research, data generation and collection using standard and well-defined methods. The purpose of the position is to provide well researched and analyzed information, economic and statistical data on social and economic matters to be used by the Institute and stakeholders for policy direction and decision making. The role is aimed at assisting in the review and strengthening of the Research, Consultancy and Development activities execution capacity of the Division.

**Reports to: Head of Department, Research**

### **Knowledge and Skills requirements**

- 5 '0' Levels or higher acceptable at a University.
- Bachelor's degree in social sciences or humanities with merit preferred.
- Master's degree in social sciences or humanities.
- Minimum two (02) years' experience in applied research with ability to initiate and execute a diverse portfolio of research projects.
- Evidence of publications in area of specialization.
- Must have held a similar position in an academic or training institution or a similar organization.
- Excellent oral and written communication skills.
- Report writing and presentation skills.
- Knowledge of research methods and techniques.

**Location** : Main Campus

### **3.0 METHOD OF APPLICATION**

Applicants should submit their applications, attaching their Curriculum Vitae, Academic and professional qualifications to the address below.

The closing date for submitting applications is **Friday 19<sup>th</sup> January 2024.**

Applications should be addressed to:

The REGISTRAR  
National Institute of Public Administration  
P.O Box 31990  
Dushanbe Road  
**LUSAKA**