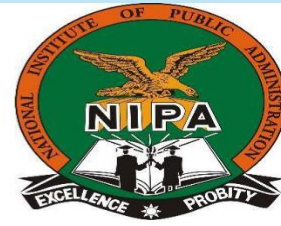


# OFFICE OF THE PRESIDENT



National  
Institute of Public  
Administration



## EMPLOYMENT OPPORTUNITY

### RESEARCH ETHICS OFFICER

#### ABOUT US:

The National Institute of Public Administration (NIPA) is a management development institute (MDI) under the **Office of the President** dedicated to enhancing the skills and competence of public service employees in Zambia. Government has reintroduced the **mandatory Public Service Training and Certification Programme (PSTCP)** at NIPA to build capacity and professionalize the public service **effective January 2024**.

#### Job Overview:

NIPA is seeking a dynamic and experienced Research Ethics Officer to join our team. The Research Ethics Officer will be responsible for ensuring that all research activities conducted within NIPA adhere to ethical standards, regulatory requirements, and best practices. This position is integral to maintaining the integrity and credibility of research undertakings at NIPA.

#### Key Responsibilities:

- ✓ Develop and implement policies, procedures, and guidelines for ethical research conduct.
- ✓ Facilitate the review of research proposals, protocols, and projects to ensure compliance with ethical standards and regulatory requirements.
- ✓ Provide guidance and support to researchers, faculty, and staff on ethical issues related to research.
- ✓ Conduct ethics training sessions and workshops for researchers and research teams.
- ✓ Monitor and evaluate ongoing research activities to ensure continued compliance with ethical standards.
- ✓ Collaborate with relevant stakeholders, including regulatory bodies, ethics committees, and research partners.

- ✓ Investigate and address any ethical concerns or violations related to research activities.
- ✓ Maintain accurate records and documentation related to research ethics oversight.

### **Qualifications and Experience:**

- ✓ Bachelor's degree in Humanities and Social Sciences
- ✓ School Certificate
- ✓ Minimum of 3 years of post-qualifying experience in research related undertakings.
- ✓ Familiarity with national and international ethical guidelines and regulatory frameworks.
- ✓ Strong analytical, communication, and interpersonal skills.
- ✓ Ability to work collaboratively in a multidisciplinary environment.
- ✓ Certification or training in research ethics will be an added advantage.
- ✓ An active member of a professional body

### **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.

**NOTE:** Candidates whose qualifications require interpretation and determination, are advised to contact the **Zambia Qualifications Authority (ZAQA)** for assistance before submitting their applications.

Please send your application to the following address:

#### **REGISTRAR**

National Institute of Public Administration

P. O. Box 31990

Dushanbe Road

**LUSAKA**

The deadline for receiving applications is **Friday 10<sup>th</sup> May 2024**. Only shortlisted candidates will be contacted for interviews.

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