



## **NATIONAL PENSION SCHEME AUTHORITY**

### **JOB OPPORTUNITY**

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The National Pension Scheme Authority (NAPSA) wishes to fill the position indicated below. Interested applicants who meet the required competences are encouraged to apply.

The successful candidates will be expected to have demonstrable competencies relevant to the job.

#### **1.0 LEGAL CLERK NC 06 (One Year Contract): Head Office**

##### **1.1 Job Purpose**

The Legal Clerk shall be responsible for providing administrative and logistical support to the Legal team, track processes and enhance record and knowledge management

##### **1.2 Key Responsibilities**

- a) Receive and enter into registers all instructions and correspondence received from internal and external clients.
- b) Prepare cover letters, and other routine/standard documents as instructed.
- c) Update legal contracts schedules.
- d) Lodge, register, and uplift documents from PACRA, Ministry of Lands and other relevant Registries.
- e) Assemble documentation required for contract drafting and execution as requested.
- f) Conduct research as requested to provide information required to resolve legal issues.
- g) Maintain in safe custody legal and other contract related documents such as bank guarantees, performance bonds, mortgage deeds etc. through soft, scanned and hard copies.
- h) Arrange for requisitions for the department and ensure proper use of resources and keep associated departmental expenses within budget as and when required.

- j) Attend to proper manual and electronic filing of correspondence and legal records.
- k) Prepare, collate and circulate contract documents.
- l) Assist Contracts Unit implement work processes and procedures periodically.
- m) Attend to any other duties as assigned by the supervisor.

### **1.3 Qualifications and Experience**

- Grade 12 O' Level Certificate with 5 credits or better including English and Mathematics.
- Minimum Diploma in Law.
- Not less than one (1) year of experience in the provision of legal clerical duties in a reputable organisation or law firm.

### **TO APPLY**

Your application letter should be accompanied by CV, and copies of relevant certificates and should also specify your contact address and telephone number(s).

Application letters should be addressed to:

Director Human Resources and Administration  
National Pension Scheme Authority  
Levy Business Park  
Church Road  
P.O. Box 51275  
**LUSAKA**

The closing date for receipt of applications is ***Thursday, 29<sup>th</sup> October 2020.***

### **PLEASE NOTE THAT:**

- **ONLY APPLICANTS WHO MEET THE SPECIFICATIONS INDICATED ABOVE WILL BE SHORTLISTED.**
- **ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE**

# **BE SMART, SECURE YOUR FUTURE**

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