



NATIONAL PENSION SCHEME AUTHORITY

EMPLOYMENT OPPORTUNITIES

The National Pension Scheme Authority (NAPSA) wishes to fill the positions 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 respective job.

1.0 DEVELOPER – ERP NPS 05 (Permanent and Pensionable): Head Office (01)

1.1 Job Purpose

The Developer ERP is responsible for conducting any development work to be done on the ERP System.

1.2 Key responsibilities

- a) Work in liaison with the project team to gather business requirements.
- b) Analyse system development requirements as presented by the BAS members in conjunction with business users, in order to ensure the developed ERP system is responsive to the needs of the business.
- c) Participate in the development of the ERP system to ensure the system meets the set timelines and quality standards.
- d) Conduct development for all in-house flagged changes as per Change Advisory Board process, in order to ensure the ERP system supports the operations of the business, and to enhance responsiveness to business changes.
- e) Implement existing and emerging technologies seeking innovative solutions to common problems at system level.
- f) Completes System Unit Tests for all development work done and provide sign off to the testing team in line with the Authority's Software Development Lifecycle (SDLC).
- g) Update consistently and accurately documentation on all application projects.
- h) Facilitate handovers from external consultants on all developments and the Projects Team, to ensure the ERP system developed is implemented as appropriate for business efficiency.
- i) Provide second line support for all ERP related queries coming through the IT service desk.

1.3 Qualifications and Experience

- Grade 12 with five (5) “O” Levels with credit or better inclusive of Mathematics and English Language.
- Degree in Computer Science or equivalent.
- Relevant IT Certification.
- Not less than three (3) years of relevant IT experience at a similar level in an organisation of similar size.

2.0 LEGAL ASSISTANT NPS 05 (Permanent and Pensionable): Head Office (01)

2.1 Job Purpose

The purpose of the Legal Assistant is to assist the Legal Team conduct research on legal matters, lodge and prepare standard legal documents, opinions, memoranda, internal papers and conduct searches at various registries as well as handle correspondence with stakeholders.

2.2 Key Responsibilities

- a) Prepares legal documents and memoranda in a timely manner.
- b) Manages correspondence with stakeholders and ensure proper filing and record keeping.
- c) Attends to the proper execution of various legal documents such as contracts of sale, assignments and leases.
- d) Coordinates and uplifts executed documents and submit for lodgement at relevant registries or Agencies.
- e) Attends to inquiries and queries from internal and external stakeholders in compliance with internal policies and procedures.
- f) Assists with the drafting of various legal documents such as legal opinions.
- g) Keeps case files organized by creating and collating the information to be placed on the files; diarising court dates, monitoring calendars and ensuring that attendance is up to date;
- h) Enhances trial proceedings by organising evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed.
- i) Assists with case preparation by researching legal precedents and laws.
- j) Ensures that fee notes are paid in a timely manner.
- k) Preparation of legal registers.
- l) Drafts minutes in departmental Meetings and circulate the resolutions.
- m) Collates and submits information required for reporting purposes.
- n) Attends to other duties as assigned by supervisors.

2.3 Qualifications and Experience

- Grade 12 with five (5) “O” Levels with credit or better inclusive of Mathematics and English.

- Bachelor of Laws (LLB).
- Not less than three (3) years of experience in a similar position at a similar level in an organisation of similar size or reputable law firm.

3.0 PERSONAL ASSISTANT Special Grade (Permanent and Pensionable): Head Office (01)

3.1 Job Purpose

The Personal Assistant provides secretarial and administrative duties for the Director. The Assistant manages the Director's calendars, attends to communication and visitors to the office, ensures the office is clean and well organised at all times, and coordinates travel arrangements in order to support the Director in the delivery of service.

3.2 Key responsibilities

- Respond to enquiries and correspondence both telephone and written directed to the Functional Head in a timely manner and with consideration to the NAPSA policies and procedures to ensure information is received as planned.
- File all documents and correspondence to and from the Functional Head's office to ensure documents are easy to track and access.
- Book all meetings for the Functional Head to support the effectiveness of the director in the delivery of duty and in the management of time.
- Maintain the Functional Head's calendar and schedule of appointments to ensure the appointments do not overlap.
- Screen requests for meetings with the Functional Head to ensure only meetings that are of concern to the office are attended to in order for the Functional Head to attend to priority matters of the office.
- Coordinate the preparation of both local and international itineraries and confirm the travel bookings, freight and hotel reservations to enhance ease and convenience of travel by the Functional Head.
- Type letters and other documents as required to ensure timely communication of information that is critical in the delivery of service.
- Follow up on raised matters as directed by the Functional Head, to ensure the matters are addressed in a timely manner.
- Organize transport as requested to ensure the Functional Head is facilitated in the delivery of service.
- Provide administrative support in the preparation of annual reports to ensure the reports are delivered in a timely manner.
- Facilitate office cleanliness of the Functional Head's office to ensure the office is clean and well organised at all times.

- l) Facilitate the provision of office refreshments for the director in line with the NAPSA policy and procedures on refreshments, and in liaison with the Administration office, to ensure the Functional Head enjoys the hospitality provided by NAPSA in line with policy.
- m) Attend to visitors to the Functional Head's office in a polite manner and with consideration to office privacy and security, in order to pass the right image of NAPSA to the public, and to protect information in the office for unauthorised persons.

3.3 Qualifications and Experience

- Grade 12 with five (5) "O" Levels with credit or better inclusive of Mathematics and English.
- Diploma in Secretarial Studies.
- Not less than five (5) years experience in a similar position.

TO APPLY

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

Application letters should be addressed to:

Acting 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, 3rd March, 2022.***

PLEASE NOTE THAT:

- **ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE.**
- **ONLY APPLICANTS WHO MEET THE SPECIFICATIONS INDICATED ABOVE WILL BE ACKNOWLEDGED.**
- **FEMALE CANDIDATES ARE ENCOURAGED TO APPLY**

BE SMART, SECURE YOUR FUTURE