



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 Audit Manager NPS 03 (Permanent and Pensionable): Head Office

1.1 Main Purpose of Job

The Manager Audit's responsibility is to implement the NAPSA audit Plan and strategy and manage audit engagements in accordance with the work plan and within the allocated time and budget. Additionally, the position supervises auditors and coordinates the training and development of the internal audit staff, and prepares audit reports

1.2 Key Responsibilities

- (a) Implements the NAPSA annual audit plan and strategy in accordance with international standards for the professional practice of internal auditors and NAPSA internal audit process.
- (b) Performs audit work, including plan preparation, workpapers, finding, and associated reports
- (c) Manages performance of risk-based operational, financial, and other relevant audit assignments, reviews workpapers and audit reports.
- (d) Schedules and plans audits; initiates project planning, assess risk and develops audit direction.
- (e) Provides leadership to assigned auditors, manage audit projects to quality outcomes, while meeting established time budget.
- (f) Verifies the accuracy of financial records as they pertain to assets, liabilities, receipts, expenditures, and related transactions.
- (g) Identifies common features across audits and organization-wide issues, proposing appropriate systems improvements.

- (h) Conducts special audits as required by management and prepare reports.
- (i) Collaborates with heads of Directorates, Departments, Regions, and stations to develop and agree action plans necessary to implement the audit recommendations.
- (j) Monitors and follows up on the implementation of any action plans and recommendations.
- (k) Monitors NAPSA compliance with both internal and external regulations, to ensure minimal exposure to risks of noncompliance.
- (l) Implements the audit budget and monitors utilization to ensure efficiency in the use of the NAPSA resources.
- (m) Trains senior staff and management on audit requirements to ensure the audit function receives the required support from user departments in the delivery of timely and quality audit services.
- (n) Coordinates the training and development of audit staff to ensure availability of competencies critical for the delivery of timely and quality audit services that are critical in the achievement of the NAPSA objectives.

1.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Bachelor's Degree in Accounting plus ACCA/CIMA or equivalent
- CIA/CISA added advantage
- Not less than five (5) years' experience in internal or external audit at management level in an organisation of similar size.

2.0 Office Services and Insurance Officer NPS 04 (Permanent and Pensionable): Head Office

2.1 Main Purpose of Job

The position provides support in the delivery of efficient and effective administrative services to NAPSA by supervising the Insurance, registry, occupational health, cleaning services as well as general office management services.

2.2 Key Responsibilities

- (a) Develop and implement building emergency procedures to ensure availability of guidelines that support timely and quality service delivery for enhanced business performance;
- (b) Monitor office management expenses and review against monthly expense transaction detail report to support efficiency

in the utilisation of the department budget for cost management purposes;

- (c) Carry out spot checks of work carried out by both internal and external office services staff to ensure quality standards are met;
- (d) Update the asset inventory in liaison with the finance directorate, to enhance efficiency in the utilisation of resources
- (e) Coordinate the repair of broken/malfunctioning assets to ensure minimal disruptions to business operations;
- (f) Track office equipment servicing, including copy machines, printers, fax machines and postage meters, to ensure the equipment are properly maintained to minimise breakdowns;
- (g) Document all processes essential to the facility/property's operation to ensure availability of information when required for decision making;
- (h) Supervise the delivery of service by the outsourced cleaning services staff against service level agreements to ensure NAPSA gains from the outsourcing agreement;
- (i) Liaise with Station Offices to record office requirements to assist plan for office supplies for all NAPSA offices;
- (j) Ensure that insurance covers for all Company property is done efficiently;
- (k) Raise requisitions for office supplies such as refreshments, stationary, to ensure NAPSA staff are fully facilitated in service delivery;
- (l) Liaise with water and power utilities to ensure timely payment of bills for minimal disruptions to business operations due to cut offs;
- (m) Coordinate occupational health activities of the Company;
- (n) In liaison with the HR department, allocate NAPSA office space to staff to ensure a conducive working environment for all staff;
- (o) Prepare weekly activity reports for the Head Corporate Services to assist monitor performance, plan, and make decisions.
- (p) Provide suggestions on areas of improvement to ensure appropriate strategies are developed and implemented for enhanced service delivery by the administration department.
- (q) Allocate work to Office Assistants to ensure offices are cleaned to the required standards.

2.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Bachelor's degree in Business Administration or equivalent;
- Not less than four (4) years of experience at a similar position in an organisation of similar size.

3.0 Transport Maintenance Supervisor NPS 05 (Permanent and Pensionable): Head Office

3.1 Main Purpose of Job

To assist the Transport and Logistics Officer in the coordination of transport for NAPSA by supervising transport staff and fleet management.

3.2 Key Responsibilities

- (a) Promotes safe work practices in accordance with the Occupational Health and Safety Policy
- (b) Assist the supervisor with on-going orientation of the drivers and report any concerns to the Transport and Logistics Supervisor
- (c) Assists in coordinating the acquisition of licences and insurance for vehicles and boats to enhance compliance with the relevant regulations and laws, and to minimise risks to NAPSA;
- (d) Assists in coordinating fitness tests for vehicles and boats to ensure the vehicles and boats are suitable for use in NAPSA business, and to prevent safety risks to NAPSA staff;
- (e) Responds to vehicle break downs on a 24 hours basis, assess faults, and verify repairs done by garages to ensure the repairs are of high quality to minimise breakdown recurrences;
- (f) Assists in coordinating the purchase of fuel for pool and personal to holder vehicles to ensure minimal disruptions to business operations due to unfuelled vehicles;
- (g) Issues topped up fuel cards in line with the NAPSA procedures and policies, and analyse fuel consumption to ensure efficiency in the utilisation of the administration budget for cost management purposes;
- (h) Assesses motor vehicle availability, develop trip schedules, and uses the schedules to assign vehicles and drivers as per received trip requisitions.
- (i) Coordinates the installation of electronic vehicle tracking system on pool vehicles, and duty facilitating vehicles for management staff to monitor movement in line with the NAPSA Transport Policy;
- (j) Coordinates the servicing and fuelling of the NAPSA station's Gensets to ensure minimal disruptions to business operations due to power outages;
- (k) Coordinates preventive maintenance activities to ensure minimal breakdowns for enhanced cost management;
- (l) Prepares monthly maintenance and transport reports to ensure challenges in the provision of transport services are identified and appropriate strategies identified and implemented to address the gaps;
- (m) Recommends vehicles for purchase and disposal to support informed decisions on the utilisation of NAPSA resources.

3.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Diploma in Business Administration, Transport Economics, Automotive/Mechanical Engineering or equivalent;
- Chartered Institute of Logistics and Transport Diploma; or tailored training in fleet management/logistics management;
- Member of the Zambia Chartered Institute of Logistics and Transport;
- Not less than three (3) years of experience at a similar position in an organisation of similar size.

4 Personal Assistant to the Regional Manager South – Special Grade (Permanent and Pensionable): Lusaka

4.1 Main Purpose of Job

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

4.2 Key Responsibilities

- a) Respond to enquiries and correspondence both telephone and written directed to the Regional Manager in a timely manner and with consideration to the NAPSA policies and procedures to ensure information is received as planned.
- b) File all documents and correspondence to and from the Director's office to ensure documents are easy to track and access.
- c) Book all meetings for the Regional Manager to support the effectiveness of the Regional Manager in the delivery of duty and in the management of time.
- d) Maintain the Regional Manager's calendar and schedule of appointments to ensure the appointments do not overlap.
- e) Screen requests for meetings with the Regional Manager to ensure only meetings that are of concern to the office are attended by the Regional Manager, in order for the Regional Manager to attend to priority matters of the office.
- f) Coordinate the preparation of both local and international itineraries for the Regional Manager, and confirm the travel bookings, freight and hotel reservations to enhance ease and convenience of travel by the Regional Manager.

- g) Type letters and other documents as required to ensure timely communication of information that is critical in the delivery of service
- h) Follow up on raised matters as directed by the Regional Manager, to ensure the matters are addressed in a timely manner.
- a) Organize transport for the Regional Manager as requested to ensure the Regional Manager is facilitated in the delivery of service.
- b) Provide administrative support in the preparation of annual reports to ensure the reports are delivered in a timely manner.
- c) Facilitate office cleanliness of the Regional Manager's office to ensure the office is clean and well organised at all times.
- d) Facilitate the provision of office refreshments for the Regional Manager in line with the NAPSA policy and procedures on refreshments, and in liaison with the administration office, to ensure the Regional Manager enjoys the hospitality provided by NAPSA in line with policy.
- e) Attend to visitors to the Regional Manager'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.

4.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English;
- Diploma in Secretarial Studies or equivalent;
- Not less than five (5) years' experience in a similar position in an organisation of similar size.

5 Maintenance Handyman NPS 06 (Permanent and Pensionable): Head Office

5.1 Main Purpose of Job

To provide efficient and effective caretaking support including ensuring general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

5.2 Key Responsibilities

- (a) Responsible for all planned preventative maintenance on site, including but not limited to proactive and reactive work.
- (b) To assist with minor plumbing including unblocking sinks and drains etc.
- (c) To deal with minor electrical repairs and fixings.
- (d) Receive maintenance /repair requisitions based on preventive maintenance plan and act on the same in a timely manner to ensure business continuity at all times;

- (e) Raises purchase requisitions for items required for maintenance of general building based on the preventive maintenance plan as appropriate to support timely maintenance and repairs;
- (f) Carry out the maintenance of electrical equipment as per the preventive maintenance plan to ensure proper functioning at all times;
- (g) Assist in preparing accurate technical specifications for major refurbishment for the building for management's decision making, to support timely and informed decision making on purchases;
- (h) Assists in preparing accurate and well informed bill of quantities for procurement and management decision making informed decisions on purchase requirements.

5.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Diploma in Mechanical/Civil Engineering or equivalent
- Not less than two (2) years' experience in an organisation of similar size.

TO APPLY

Your application letter should be accompanied by a 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 of receipt of applications is, ***Tuesday 26th May 2020.***

PLEASE NOTE THAT:

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

BE SMART, SECURE YOUR FUTURE