



NATIONAL PENSION SCHEME AUTHORITY

JOB OPPORTUNITIES

The National Pension Scheme Authority (NAPSA) wishes to recruit for various positions to be based at various **NAPSA Offices**. 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 jobs and will be offered competitive remuneration packages.

1.0 Mechanical Engineer- NPS03 (01)

1.1 Main Purpose of Job

The Mechanical Engineer ensures that the completed NAPSA property development projects are of high-quality standard, in line with the NAPSA objectives and in compliance with the relevant regulations and laws.

1.2 Key Responsibilities include the following:

- Implement the directorate strategy that supports efficiency and effectiveness in the delivery of the NAPSA projects, to ensure attainment of the NAPSA business objectives;
- Develop and implement the section work plan to assist in the implementation of the directorate strategy, to ensure attainment of timelines and quality standards;
- Supervise the contractors on project sites and advise them on issues that pertain to mechanical engineering to make sure the projects progress in a standardised way.
- Inspect all the projects and address any concerns identified that might affect the quality, production and the safety requirements before final project review and evaluation is done, to ensure the project objectives are realised;
- Undertake both technical and feasibility study on the projects so as to give recommendations on any issues that might come up;
- Assess any probable risks on the projects and undertake risk management procedures to avert potential risks that might affect the achievement of the NAPSA objectives;
- Monitor compliance with all the relevant building regulations to ensure NAPSA is protected from risks associated with

noncompliance, that would hinder the attainment of the NAPSA investment objectives;

- Monitor project progress to ensure the projects are time bound and within budget to support efficiency in resource usage;
- Monitor changes to project design and communicate the changes to the relevant authorities to ensure minimal risk exposures to NAPSA;
- Provide consistent communication and efficient liaison with the contractors, consultants, architects/planners, and the contracted mechanical engineers for the smooth running of the projects.
- Prepare and submit periodic progress reports for management information and decision making;
- Liaise with other projects directorate staff over the supervision and implementation of construction projects

1.4 Qualifications and Experience

- 5 “O” Levels with credit and above inclusive of Mathematics and 5 “O” Levels with credit and above in Maths and English
- Degree in Mechanical Engineering
- Master’s Degree in Project Management or Construction Management is an added advantage
- Registered with Engineers Institute of Zambia and have a valid practicing licence
- Not less than five (5) years of experience as a Mechanical Engineer at a similar level in management, on construction projects of similar scope

2.0 Architect -NPS03 (01)

2.1 Main Purpose of Job

The Architect ensures that the completed NAPSA property development projects are of high-quality standard, in line with the NAPSA objectives and in compliance with the relevant regulations and laws.

2.2 Key Responsibilities include the following:

- Implement the directorate strategy that supports efficiency and effectiveness in the delivery of the NAPSA projects, to ensure attainment of the NAPSA business objectives;
- Develop and implement the section work plan to assist in the implementation of the directorate strategy, to ensure attainment of timelines and quality standards;
- Supervise the contractors on project sites and advise them on issues that pertain to architectural work to make sure the projects progress in a standardised way.

- Inspect all the projects and address any concerns identified that might affect the quality, production and the safety requirements before final project review and evaluation is done, to ensure the project objectives are realised;
- Undertake both technical and feasibility study on the projects so as to give recommendations on any issues that might come up;
- Assess any probable risks on the projects and undertake risk management procedures to avert potential risks that might affect the achievement of the NAPSA objectives;
- Monitor compliance with all the relevant building regulations to ensure NAPSA is protected from risks associated with noncompliance, that would hinder the attainment of the NAPSA investment objectives;
- Monitor project progress to ensure the projects are time bound and within budget to support efficiency in resource usage;
- Monitor changes to project design and communicate the changes to the relevant authorities to ensure minimal risk exposures to NAPSA;
- Provide consistent communication and efficient liaison with the contractors, consultants, planners, and the contracted architects for the smooth running of the projects.
- Prepare and submit periodic progress reports for management information and decision making;
- Liaise with other projects directorate staff over the supervision and implementation of construction projects

2.3 Qualifications and Experience

- 5 “O” Levels with credit and above inclusive of Mathematics and 5 “O” Levels with credit and above in Maths and English
- Degree in Architecture.
- Master’s Degree in Project Management or Construction Management is an added advantage
- Registered with Zambia Institute of Architects and have a valid practicing certificate
- Not less than five (5) years of experience as an Architect at a similar level in management, on construction projects of similar scope

3.0 Assistant Quantity Surveyor -NPS04 (01)

3.1 Main Purpose of the Job

The Assistant Quantity Surveyor is responsible for assisting in determining the costs on building and engineering projects, from start to end ensuring that project costs are minimised to enhance value for money without compromise on legal and quality assurance requirements and regulations.

3.2 Key Responsibilities include the following:

- Implements approved workplans in line with the directorate strategy ensuring efficiency and effectiveness in the delivery of the NAPSA projects.
- Drafts and recommends the section work plan for approval to superior clearing indicating project timelines and quality standards.
- To carry out various surveying assignment on building and engineering projects in the Authority to determine the quantities of project materials and other associated costs and ensure optimisation of delivery the project timely and within acceptable quality standards and cost.
- Assist in the management of all costs of both building and engineering projects in the Authority from the initial calculations to the final figures.
- Advice on a range of legal and contractual issues to ensure full compliance with laws and regulations governing the building and construction industry to reduce risks.
- Conduct feasibility studies to estimate materials, time, cost and labour for all the NAPSA projects to ensure sufficient allocation of resources to the projects, as well as efficiency in the utilisation of the allocated resources for approval by superior.
- Supervise all the project costs that relate to building and civil engineering projects, from the initial calculations to the final cost to minimise extravagance.
- Value all the completed works and projects to ensure the payments made are correct.
- Keep track of any variations to the contract that may affect costs to ensure sustainability of the projects and prepare report to superior for decision making.
- Create reports to show the projects profitability which are still in progress to ensure appropriate interventions are taken to prevent any foreseeable losses.
- To participate in the preparing tender and contract documents, including bills of quantities on all the NAPSA projects to ensure the interests of NAPSA are well taken care of in the contracts, as well as to ensure NAPSA attracts the most competent suppliers.
- Provide consistent communication and efficient liaison with the contractors, consultants, architects/planners, and the contracted quantity surveyors for the smooth running of the projects.
- Prepare and submit periodic progress reports for management information and decision making.

3.3 Qualifications and Experience

- 5 “O” Levels with credit and above inclusive of Mathematics and 5 “O” Levels with credit and above in Maths and English
- Degree in Quantity Surveying or Building Science
- Registered with Surveyors Institute of Zambia or Zambia Institute of Quantity Surveyors and have a valid membership certificate
- Not less than three (3) years of experience as a Quantity Surveyor in consulting firm or a reputable construction company.

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:

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

The closing date is Tuesday 31st December 2019

PLEASE NOTE THAT:

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

Be Smart, Secure Your Future.