



## SCIENCE & INNOVATION JOBS AT NISIR!!!!!!!

The **National Institute for Scientific and Industrial Research (NISIR)** is a government institution under the **Ministry of Technology & Science**, established by the Science and Technology Act (No 26) of 1997 through Statutory Instrument No 73 of 1998, after the repeal of the National Council for Scientific Research (NCSR) Act, CAP 236 of the Laws of Zambia.

NISIR is looking for suitably qualified and experienced persons to fill the following positions:

Openings	Position	Qualification	Summary Job Description
1	<b>Manager Human Resources and Administration (HQ)</b> (3year fixed term contract. Renewable depending on performance)	Grade Twelve with credits in English and Mathematics, BA & Master's degree (or equivalent) MZIHRM, at least seven years' relevant professional experience including four years at senior management level.	<p><b>PURPOSE OF THE JOB</b></p> <p>To effectively and efficiently manage and develop human resources in order to implement NISIR's mandate.</p> <p>To effectively provide and manage human, financial, administrative and logistical support services in order to enhance individual and institutional performance and operations.</p> <p><b>MAIN DUTIES OF THE JOB</b></p> <ul style="list-style-type: none"> <li>Oversee and ensure all Human Resource operations are carried out diligently, timely: HR planning, Recruitment and Talent management, managing Disciplinary system, employment contracts, pension scheme, Training and career development, etc.</li> </ul>

			<ul style="list-style-type: none"> <li>• Coordinate the development and implementation of the Institutes' Strategic and Annual Plans.</li> <li>• Develop and implement an effective and efficient Medical scheme for the Institution.</li> <li>• Advise Director / CEO and management on HR strategies/ priorities and their implementation</li> <li>• Advocate for and implement change management strategies</li> <li>• Manage and monitor facilities including utilities such as water, electricity and telephone.</li> <li>• Implementation of Performance Management system</li> <li>• Ensure compliance with Labour &amp; other relevant regulations relating to people, workplace, etc.</li> <li>• Continuously Develop and implement organizational policies</li> <li>• Oversee and ensure implementation of administrative matters such as security, transport and logistics.</li> <li>• • Negotiate lease agreements, manage contracts or other legal agreements with the input from Legal Counsel.</li> </ul>
1	<p><b>Internal Auditor Manager HQ</b> (3-year fixed term contract. Renewable depending on performance)</p>	<ul style="list-style-type: none"> <li>• Full Form V or Grade 12 Certificate</li> <li>• Full ACCA or CIMA</li> <li>• At least Five (5) years experience in similar capacity.</li> <li>• Having worked in an auditing firm and</li> </ul>	<p><b>PURPOSE FOR THE JOB:</b></p> <p>To provide technical job knowledge, analytical and problem-solving skills, planning and organising skills, good interpersonal skills ability to work with very minimal supervision, ability to work in a team and a working knowledge of Pastel, Micro Soft Office and Micro-Payroll System.</p> <p><b>MAIN DUTIES OF THE JOB</b></p> <ul style="list-style-type: none"> <li>• To examine, review and implement internal controls, policies and procedures and ensuring that they are appropriate and adequate.</li> </ul>

		<p>exposure to public sector accounting or audit will be an added advantage.</p> <ul style="list-style-type: none"> <li>• Must be a paid-up member of the Zambia Institute of Chartered Accountants (ZICA).</li> </ul>	<ul style="list-style-type: none"> <li>• To examine operations' efficiency as to procedures and accountability of all revenues.</li> <li>• To interpret accounting policies and make appraisals of methods of accounting and administration to ensure that policies/procedures are adhered to.</li> <li>• To prepare internal audit workplans which will form the basis for an effective internal audit system.</li> <li>• To submit quarterly and half-yearly reports to the Audit Committee through the Executive Director.</li> <li>• To serve, as a member, or head, of various adhoc and working Committees that may be appointed from to time.</li> <li>• To undertake investigations in any areas of management or accounting as may be required.</li> <li>• Liaise with External Auditors to ensure that statutory audits are done expeditiously and to the highest standards possible.</li> </ul>
1	<p><b>Business Development Officer (HQ)</b></p> <p>(3-year fixed term contract. Renewable depending on performance)</p>	<p>Grade 12 certificate with credits in English and Mathematics, BA / MA Demography / Economics / Business Administration / Mass</p>	<p><b>PURPOSE OF THE JOB:</b></p> <p>To support the Directorate in developing and implementing strategies related to scientific and industrial research communication, strategic partnerships, resource mobilization and Monitoring &amp; Evaluation</p> <p><b>MAIN DUTIES OF THE JOB:</b></p> <ul style="list-style-type: none"> <li>• To increase access and public awareness of Scientific &amp; Industrial Research in a variety of ways including crafting media statements and productions, exhibitions, journalism and media productions</li> </ul>

		Communications / Journalism	<ul style="list-style-type: none"> <li>• To support the establishment of strategic research and innovation partnerships</li> <li>• To support proposal writing and resource mobilization</li> <li>• To support Monitoring, Evaluation, Learning and Reporting</li> </ul>
1	<p><b>Management Assistant (HQ)</b> (3-year fixed term contract. Renewable depending on performance).</p>	<p>Grade 12 certificate with Secretarial Certificate -120/65 WPM, Diploma in Secretarial and Business Administration will be added an advantage + MZIS, at least three years' relevant professional experience</p>	<p><b>MAIN PURPOSE OF THE JOB</b></p> <p>To provide secretarial services to the Manager, Human Resource and Administration.</p> <p><b>MAIN DUTIES OF THE JOB</b></p> <ul style="list-style-type: none"> <li>• Take dictation and transcribe on both confidential and routine matters.</li> <li>• Take minutes of NISIR meetings</li> <li>• Prepare, produce and ensure delivery of Meeting Papers</li> <li>• Keep accurate record of appointments and assignment to ensure timely attention and action</li> <li>• Receive and screen visitors and phone calls to the Manager</li> <li>• Make reservations and other arrangements for the Manager</li> <li>• Handle all incoming and outgoing correspondence for the Manager</li> <li>• Ensure that the Manager's desk and office are clean and tidy</li> <li>• Maintain an efficient filing system for both confidential and general correspondence</li> </ul>

1	<p><b>Assistant Accountant (HQ)</b></p> <p>(3-year fixed term contract. Renewable depending on performance).</p>	<p>Grade 12 certificate with credits in English and Mathematics, Bachelor Degree in Accounting or Part II of ZICA/ACCA /CIMA. Full ZICA/ACCA/ CIMA will be an added advantage.</p>	<p><b>Main PURPOSE OF THE JOB</b></p> <p>To provide assistance to the Financial Accountant on the day-to-day operations and production of reports.</p> <p><b>MAIN DUTIES OF THE JOB.</b></p> <ul style="list-style-type: none"> <li>• To verify payments to ensure that proper supporting documents are available</li> <li>• To code expenditure to the cost units and cost centers in accordance with the Chart of Accounts</li> <li>• To undertake daily postings of transactions to Pastel or SAGE 300</li> <li>• To timely reconcile all Control accounts and to reconcile and maintain the Travel advance (TA) Journal</li> <li>• To effectively maintain the creditors ledger</li> <li>• To prepare bank reconciliations</li> <li>• To verify monthly financial reports from Plant Science Research and Animal Science Research Centers</li> <li>• To produce monthly/Quarterly/yearly Trial Balances</li> <li>• To supervise Accounts Payable staff</li> <li>• To perform any other duty as may be assigned to you from time to time</li> </ul>
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**HOW TO APPLY**

Qualifying applicants should send their detailed **CV**, copies of **professional documents/certificates, cover letter** with at least **3 traceable referees** and their day contact details to:

**The Director**  
**National Institute for Scientific and Industrial Research**  
**P.O. Box 310158 Lusaka.**

**Closing date for receiving applications is 16<sup>th</sup> August, 2024**