



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	<p>Administrative Officer HQ</p> <p>(3-year fixed term contract. Renewable depending on performance)</p>	<ul style="list-style-type: none"> • Grade 12 Certificate • Diploma in Human Resource Management/ Public Administration /Business Administration • MZIHRM • At least two (2) years minimum experience 	<p>PURPOSE FOR THE JOB:</p> <p>To provide administrative support to ensure the efficient operation of the of the Institute</p> <p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • To ensure that all office equipment is in good and serviceable condition • To ensure that offices and their surroundings/grounds are clean at all times • To supervise the Institute's registry to ensure files are kept according to acceptable registry standards to facilitate their quick retrieval. • To supervise receipts and dispatch of mail ensuring that mail received is sorted out and sent to the respective destinations. • To keep personnel records and process all overtime claims. • To ensure that office facilities such as telephones and other communication systems are in place and working well and report all faults

			<p>to the supervisor.</p> <ul style="list-style-type: none"> • To prepare monthly reports to management detailing levels of performance, problems encountered, achievements and future plans for performance improvement. • To ensure that routine inspection of NISIR properties and maintenance is carried out. • Responsible for the arrangements of Insurance of NISIR Property • Responsible for processing and following up Claims of staff benefits after necessary approvals by Management.
1	<p>Administrative Officer Plant Science Research Centre (Kitwe)</p> <p>(3-year fixed term contract. Renewable depending on performance)</p>	<ul style="list-style-type: none"> • Grade 12 Certificate • Diploma in Human Resource Management/ Public Administration /Business Administration • MZIHRM • At least two (2) years minimum experience 	<p>PURPOSE FOR THE JOB:</p> <p>To provide administrative support to ensure the efficient operation of the of the Centre</p> <p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • Provide administrative support to the Centre Head • Ensure that all office equipment is in good and serviceable condition • Ensure that offices and their surroundings/grounds are clean at all times • Managing the Registry at the Centre to ensure that Registry documents are kept in confidence, safe and ease for retrieval. • Managing mail and postage float • Supervising the Office Orderlies to ensure timely and efficient delivery of mail both internally and externally. • Ensure that office facilities such as telephones and other communication systems are in place and working well and report all faults to the supervisor. • Prepare monthly reports to management detailing levels of performance, problems encountered, achievements and future plans for performance improvement. • Ensure that routine inspection of NISIR property at the Centre is carried out

1	<p>Assistant Purchasing Officer, HQ (3-year fixed term contract. Renewable depending on performance)</p>	<ul style="list-style-type: none"> • Grade 12 School Certificate • CIPS I/CIPS II or Diploma + MZIPS • Knowledge of using e-GP System • At least two (2) years minimum experience • Computer Literate – Knowledge of using e-GP System 	<p>PURPOSE OF THE JOB</p> <p>To plan, develop and buying materials, goods, supplies and equipment in a timely and cost-effective way, timely manner while maintaining appropriate quality standards and specifications in accordance with the Institute’s policy.</p> <p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • Source quotations for purchases requirements on behalf of User departments. • Raise Purchase Orders against approved purchases from most competitive source. • Maintain list of approved registered supplier • Liaise with R&D and other departments to ensure adherence to procurement procedure. • Process supplier invoices for payment • Evaluate tenders for approval by Management Tender Committee • Recommend measures to improve purchasing.
1	<p>Management Assistant (Personal Secretary) (HQ) (3-year fixed term contract. Renewable depending on performance).</p>	<p>Grade 12 certificate with Diploma in Secretarial, Shorthand Certificate -120/65 WPM. Business Administration or any business courses will be added an advantage + MZIS, at least three years’</p> <ul style="list-style-type: none"> • relevant professional experience 	<p>MAIN PURPOSE OF THE JOB</p> <p>To provide secretarial services to the Manager, Human Resource and Administration.</p> <p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • Take dictation and transcribe on both confidential and routine matters. • Take minutes of NISIR meetings • Prepare, produce and ensure delivery of Meeting Papers • Keep accurate record of appointments and assignment to ensure timely attention and action • Receive and screen visitors and phone calls to the Manager • Make reservations and other arrangements for the Manager

			<ul style="list-style-type: none"> • Handle all incoming and outgoing correspondence for the Manager • Ensure that the Manager's desk and office are clean and tidy • Maintain an efficient filing system for both confidential and general correspondence
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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
Along Kenneth Internal Airport
P.O. Box 310158
LUSAKA

Closing date: 11th April 2025

Extension of Job advertisements

We would like to inform all interested candidates that the application deadline for the advertised positions has been extended. Please note that all applications received prior to this extension are still valid and will be considered as part of the selection

process. Candidates who have already submitted their applications do not need to re-apply.