



JOB OPPORTUNITY

The National Health Research Authority (NHRA) is a Statutory Body under the Ministry of Health mandated to provide a regulatory framework for the development, regulation, financing and coordination of health research to ensure the development of consistent health research standards and guidelines for ethically sound health research in Zambia. The functions of the Authority include: research coordination, research regulation, research promotion, research coordination, capacity building, knowledge translation and research advisory.

The authority is inviting applications from suitably qualified Zambians to apply for the position of **PERSONAL ASSISTANT TO THE DIRECTOR AND CHIEF EXECUTIVE OFFICER** to manage the office of the Director and Chief Executive Officer and undertake all secretarial and administrative duties in order to facilitate effective operation of the office.

Number of positions: 01

Location: Lusaka

Type of Employment: Permanent Pensionable

Salary Scale: NHR 05

Duties/Responsibilities

- Take accurately dictation in order to facilitate transcribing into mailable correspondence and documents.
- Type timely and accurately correspondence and documents in order to ensure production of high quality standard documents.
- Record accurately proceedings during meetings in order to facilitate preparation of minutes and reports.
- Receive daily correspondence and documents from both internal and external sources in order to ensure appropriate attention and action
- Record timely and accurately appointments and assignments in order to ensure attention and action
- Receive and attend timely and politely to visitors in order to enhance the image of the office.

- Undertake effective desk research and collate data on topical issues in order to facilitate decision making.
- Ensure timely preparation of office budgets in order to facilitate acquisition of office requisites and materials.
- Attend to and make telephone calls timely in order to facilitate communication.
- Make timely travel arrangements in order to facilitate movement.
- Undertake effectively, the development of work plans and implementation of the Annual Performance Appraisal System in order to monitor and evaluate performance.
- Perform other duties as assigned.

Minimum Requirements/Qualifications/Skills

- Full grade 12 certificate or its equivalent.
- Degree in Business Administration or its equivalent.
- Private/Personal Secretary Certificate with 100/wpm shorthand speed
- 65 wpm type writing speed
- Office Management Certificate or Executive Assistant Certificate.
- Able to write shorthand, minutes, briefs and reports.
- Discretion and trustworthiness: you will often be party of confidential information.
- Organizational skills and the ability to multitask.
- Flexibility and adaptability.
- Tact and diplomacy.
- Communication skills.
- Licensed with relevant certification bodies.
- Minimum work experience of four (4) years in a similar position.

How to apply

Interested candidates should email their letters of application, grade 12 certificate (or equivalent), academic qualifications, detailed curriculum vitae (CV) with traceable referees and a copy of their National Registration Card to jobs@nhra.org.zm

Closing date is Wednesday 25th March, 2022