



RADIATION PROTECTION AUTHORITY

JOB ADVERTISEMENT

The Radiation Protection Authority (RPA) is a Regulatory Body under the Ministry of Technology and Science established by the Ionising radiation Protection Act No. 16 of 2005 and its Amendment Act No. 19 of 2011. RPA's mandate is to protect the public, workers and the environment from hazards arising from the use of devices or materials capable of producing Ionising Radiation.

The Authority has a vacancy for the following positions:

1. DIRECTOR NUCLEAR AND RADIATION SAFETY 1 Position

Reports To: Executive Director

Salary Grade: RPA 2

Location: Lusaka

Job Purpose

To manage the development and implementation of nuclear and radiation safety enforcement programs in order to ensure adherence to statutory requirements

PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)

1. Manages effectively the development and implementation of Nuclear and Radiation Safety standards and guidelines in order to provide operational framework.
2. Manages timely and effectively licensing, registration and issuance of permits for Radioactive and Nuclear Materials and Radiation emitting devices in order to ensure compliance to set standards.
3. Manages timely and effectively inspections of Nuclear and radioactive materials/radiation emitting devices and facilities in order to ensure compliance to statutory requirements.
4. Manages effective development and implementation of Nuclear Security Measures and Safeguards in order to ensure National Security
5. Manages timely and effectively monitoring and evaluation of Nuclear and radiation protection programs in order to facilitate implementation of appropriate interventions.
6. Manages effectively the implementation of the performance management systems in order to facilitate attainment of departmental objectives.
7. Manages effectively human, financial and other logistical resources in the department in order to ensure the attainment of the departmental objectives.

KNOWLEDGE AND SKILLS REQUIREMENT

- a) Minimum Primary/Secondary Education:
Full Grade 12 School Certificate.
- b) Minimum Vocational/Professional Qualifications:
BSc. in Physics/Chemistry or its equivalent.
- c) Minimum Relevant Pre-Job Experience:
8 years of which 4 should be at management level.
- d) Communications Skills:
 - i) Able to write analytical and technical reports
 - ii) Oral Skills

Able to communicate effectively

e) Other Skills/Attributes:

Integrity;

Honesty;

Computer literate;

Interpersonal skills.

2. MANAGER TECHNICAL SERVICES 1 Position

GRADE: RPA 3

REPORTS TO: Director Technical Services

Location: Lusaka

JOB PURPOSE

To supervise the provision of radiation laboratory services and radiation protection technical support in order to facilitate the implementation of radiation protection and nuclear safety programs.

PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)

1. Supervises timely and effectively, the provision of dosimetry and instrumentation services in order to ensure adherence to set standards.
2. Supervises timely and effectively food and environmental radioactivity monitoring in order to develop and implement appropriate interventions.
3. Supervises effectively, radioactive waste disposal in order to ensure public and environmental safety.
4. Supervises effectively the transportation of radioactive materials in order to ensure adherence to safety standards and protect the public and the environment.
5. Supervises effectively laboratory analysis in order to ascertain radioactivity levels in food and the environmental.

6. Supervises effectively, the development and implementation radiation training and consultancy programs in order to ensure compliance with national and international standards and best practices.
7. Supervises timely and effectively research in order to generate information.
8. Supervises timely and effectively monitoring and evaluation of radiation protection programs in order to facilitate implementation of appropriate interventions.
9. Manages effectively the implementation of the performance management systems in order to facilitate attainment of departmental objectives.
10. Manages effectively the utilization of human, financial and other logistical resources in order to ensure the attainment of the Institutional objectives.

KNOWLEDGE AND SKILLS REQUIREMENT

- a) Minimum Primary/Secondary Education:
Full Grade 12 School Certificate or its equivalent.
- b) Minimum Vocational/Professional Qualifications:
BSC in Physics/Chemistry or its equivalent
- c) Minimum Relevant Pre-Job Experience:
6 years in radiation protection field
- d) Able to write analytical and technical reports
- e) Other Skills/Attributes:
 - Integrity;
 - Honesty;
 - Computer literate;
 - Interpersonal skills

3. CORPORATE SERVICES MANAGER 1 Position

GRADE RPA 3

REPORT TO: Executive Director

LOCATION: Lusaka

JOB PURPOSE

To manage the provision of corporate services in order to ensure efficient and effective operations of the institution.

PRINCIPAL ACCOUNTABILITY (MAIN DUTIES)

1. Manages effectively the human resources in order to optimize utilization of human resource and enhance staff morale.
2. Manages effectively human resources development and training in order to enhance performance.
3. Manages effectively the provision of ICT Services in order to facilitate effective and efficient operation of the Institution.
4. Manages effectively corporate communication and public relations activities in order to build and maintain a positive image of the Institution
5. Manages timely provisions of administrative and support services in order to facilitate the effective operations of the institution.
6. Manages effectively the implementation of the performance management systems in order to facilitate attainment of Institutional objectives.
7. Manages effectively human, financial and other logistical resources in order to ensure the attainment of the Institutional objectives.

KNOWLEDGE AND SKILLS REQUIREMENTS

(a) Primary/Secondary Education:

Full grade twelve (12) certificate.

(b) Minimum Vocational/Professional Qualifications:

Bachelor's Degree in Business/Commerce/Public Administration or equivalent;

And Member of ZIHRM

(c) Minimum Relevant Pre-Job Experience:

5 years' experience of which 2 should be at management level.

(d) Communication Skills:

(i) Written Skills

Able to write technical and analytical reports.

(ii) Oral Skills:

Able to communicate effectively in English.

(e) Other skills/Attributes:

Computer Literate;

Negotiation Skills;

Analytical skills

Integrity;

Interpersonal Skills; and

Knowledgeable of Zambian labor laws

4. MANAGER INTERNAL AUDIT 1 Position

Grade RPA: 3

Location: LUSAKA.

REPORT TO: EXECUTIVE DIRECTOR

Job Purpose

To supervise and undertake internal audit operations in order to ensure adherence to management and financial controls.

PRINCIPAL ACCOUNTABILITIES

1. Internal Audit Reports- supervise and undertake timely preparation and submission of Internal Audit report findings to facilitate decision making.
2. Audit Work Plans- supervise timely preparation and implementation of Audit Work Plan and programs in order to ensure adherence to audit controls.
3. Audit Queries-Supervise timely preparation of responses to audit queries in order to facilitate appropriate interventions.
4. Risk Management –supervise the preparation of risk management reports in order to mitigate risks.

5. Performance Management- supervise effectively the timely development of individual and sectional work plan in order to monitor and evaluate performance.
6. Supervision- Supervise effectively human, material and other resources to ensure objectives of the department are attained.

KNOWLEDGE AND SKILLS REQUIREMENTS

a) Minimum Primary/Secondary Education:

Grade Twelve Certificate

b) Minimum Vocational/Professional Qualifications:

ACCA/CIMA/ZICA or its equivalent

Member of ZICA

c) Minimum Relevant Pre-Job Experience:

Four (4) years' experience

d) Ability to write comprehensive reports

e) Other Skills/Attributes:

Integrity;

Honesty;

Computer literate;

Interpersonal skills

METHOD OF APPLICATION

Interested individuals should send their applications (Hard copies) together with copies of their certificates, National Registration Card (NRC), detailed curriculum vitae and three (3) names of traceable referees to the undersigned no later than 10th June, 2023, clearly indicating the position being applied for on the envelopes.

The Executive Director

Radiation Protection Authority

Exploration House, Government Road

P.O Box 50002

Ridgeway

*Please note that **ONLY** shortlisted candidates will be contacted.*