



SCIENCE & INNOVATION JOBS AT NISIR

Join us as we strive to lead the “Science & Innovation Revolution” in Zambia

The **National Institute for Scientific and Industrial Research (NISIR)** is a government institution under the newly **created 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.

The Zambian government has prioritized **Science & Technology as a key driver for socio-economic transformation**. NISIR is looking for young, ambitious and innovative self-starters who are ready to tackle and lead challenging projects. Are you a:

1. Fresh graduate with a STEM background?
2. Suitably qualified, relevantly experienced, self-motivated Scientists or Engineer?
3. Suitably qualified, relevantly experienced, self-motivated HR and Accounting Staff?

We invite you to join NISIR. We offer an attractive environment for conducting Science & Technology innovation that advances national development and improves the quality of lives for our citizens. The following positions are open, and **females are encouraged to apply**.

Openings	Position	Qualification	Summary Job Description
1	Manager – Research & Development Cluster One (HQ) (3-year fixed term contract. Renewable	BSc/MSc and PhD in Science related field, Five (5) years' experience	Job Main Purpose: To manage the generation of Technological & Scientific knowledge in Food, Plant, Animal, Water & Environment Research Centres and

	depending on performance)	research and experimental development work	<p>the development of technology and transfer the gained knowledge, developed technology to industry and community.</p> <p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • To advise Director / CEO and management on research strategies/ priorities and their implementation • To Manage the Food, Plant, Animal, Water & Environment Research Centres • To prepare proposals and monitor their implementation. • To oversee Scientific & Technological Research. • To mobilize Research and Innovation funds. • To design and develop research processes and products and where need-be equipment and machinery. • To develop and prepare test and product standards and production manuals • To collect information relating to research problems and recommending for purchase of books and other sources of information. • To obtain data and interpret results. • To train new graduates and technical staff. • To review manuscripts and technical reports for publication. • To evaluate and write technical reports. • To identify research problems and conduct Research. • To perform any other duties as may be assigned from time to time
1	Manager – Research & Development Cluster Two (HQ) (3-year fixed term contract. Renewable depending on performance)	Grade 12 certificate with merit in English and Science Subject, MSc / PhD Engineering or Materials Science,	<p>MAIN PURPOSE OF THE JOB: To manage the generation of Technological & Scientific knowledge in the Materials, Engineering, Energy Research Centre; Digital Transformation & Strategic Information Centre; And Technology, Innovation & Youth Programs Centre the development of technology and transfer the gained knowledge, developed technology to industry and community.</p>

		Five (5) years experience research and experimental development work	<p>MAIN DUTIES OF THE JOB: Same as R & D Cluster One but specifically</p> <ul style="list-style-type: none"> • To advise Director / CEO and management on innovation, modernization, digitization and strategies/ priorities and their implementation • To Manage the Materials, Engineering, Energy Research Centre; Digital Transformation & Strategic Information Centre; And Technology, Innovation & Youth Programs Centre
1	Senior Scientist – Technology, Innovation & Youth Programs (HQ) (2-year fixed-term contract)	BEng / MEng / MSc Science or other proven Innovation Related experience (Innovation cannot always be tied to a degree), 3-years relevant experience	<p>MAIN PURPOSE OF THE JOB: To generate Scientific and Technical knowledge in a particular field of study, develop technology and transfer the gained knowledge, developed technology to industry and community.</p> <p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • To prepare research proposals and monitor their implementation. • To conduct Technological and Scientific Research. • To mobilize Research funds. • To design and develop research processes and products and where need-be equipment and machinery. • To develop and prepare test and product standards and production manuals • To collect information relating to research problems and recommending for purchase of books and other sources of information. • To obtain data and interpret results. • To train new graduates and technical staff. • To review manuscripts and technical reports for publication. • To evaluate and write technical reports. • To identify research problems and conduct Research. • To perform any other duties as may be assigned from time to time
1	Senior Scientist Water & Environment Research Centre (2-year fixed term contract)	Grade 12 Certificate, MEng / MSc, 3-years experience in research and experimental development work	

2	Graduate Recruits – Digital Transformation & Modernization (HQ) (1-year fixed-term contracts – renewable depending on performance)	Grade 12 certificate with minimum Merit in English, Mathematics and Science Subjects, BSc / MSc Information Technology or related, 3-years relevant experience	<p>MAIN PURPOSE OF THE JOB: To undergo an on-boarding graduate recruitment program and thereafter support Senior Research Scientists in generating knowledge in Scientific Research and Innovation, develop technologies and transfer the gained knowledge and developed technologies to industry and community.</p> <p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • To prepare research proposals and monitor their implementation. • To conduct Research. • To mobilize Research funds. • To design and develop research processes and products and where need-be equipment and machinery. • To develop and prepare test and product standards and production manuals • To collect information relating to research problems and recommending for purchase of books and other sources of information. • To obtain data and interpret results. • To train new graduates and technical staff. • To review manuscripts and technical reports for publication.
4	Graduate Recruits – Technology, Innovation & Youth Programs (HQ) (1-year fixed-term contracts – renewable depending on performance)	Grade 12 certificate with minimum Merit in English, Mathematics and Science Subjects, BSc / MSc Technology and Innovation related field	
2	Graduate Recruits - Materials, Engineering & Energy Centre (HQ) (1-year fixed-term contracts – renewable depending on performance)	Grade 12 certificate with minimum Merit in English, Mathematics and Science Subjects, BEng / MEng and or related subject	

2	Graduate Recruits – Plant Sciences (Kitwe) (1-year fixed-term contracts – renewable depending on performance)	Grade 12 certificate with minimum Merit in English, Mathematics and Science Subjects, BSc / MSc in Plant related sciences	<ul style="list-style-type: none"> • To evaluate and write technical reports. • To identify research problems and conduct Research. • To perform any other duties as may be assigned from time to time
2	Graduate Recruit – Animal Sciences (Chilanga) (1-year fixed-term contracts – renewable depending on performance)	Grade 12 certificate with minimum Merit in English, Mathematics and Science Subjects, BSc / MSc in Animal related sciences	
2	Graduate Recruit Environmental Sciences (HQ) (1-year fixed-term contracts – renewable depending on performance)	Grade 12 certificate with minimum Merit in English, Mathematics and Science Subjects, BSc / MSc in Water and Environmental Sciences of related sciences	
1	Purchasing Officer (3-year fixed term contract. Renewable depending on performance)	Grade 12 Certificate with Credits in English and Mathematics,	<p>MAIN PURPOSE OF THE JOB</p> <ul style="list-style-type: none"> • To procure all stock and capital items from reputable suppliers at economic and competitive prices in order to sustain operations of the Institute.

		Bachelors Degree or Equivalent + MZIPS	<p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • Sourcing of Quotations • Delivering of Purchase Orders to suppliers • Adherence to Procurement Procedures and regulations • Facilitate Payments to Suppliers <p>Secretary – NISIR Procurement Committee</p>
1	Business Development Officer (HQ) (3-year fixed term contract. Renewable depending on performance)	Grade 12 certificate with credits in English and Mathematics, BA / MA Demography / Economics / Business Administration / Mass Communications / Journalism	<p>PURPOSE OF THE JOB: To support the Directorate in developing and implementing strategies related to scientific and industrial research communication, strategic partnerships, resource mobilization and Monitoring & Evaluation</p> <p>MAIN DUTIES OF THE JOB:</p> <ul style="list-style-type: none"> • To increase access and public awareness of Scientific & Industrial Research in a variety of ways including crafting media statements and productions, exhibitions, journalism and media productions • To support the establishment of strategic research and innovation partnerships • To support proposal writing and resource mobilization • To support Monitoring, Evaluation, Learning and Reporting
1	Manager Human Resources and Administration (HQ) (3-year fixed term contract. Renewable depending on performance)	Grade 12 certificate with credits in English and Mathematics, BA & Masters degree + MZIHRM, At least seven years'	<p>MAIN PURPOSE OF THE JOB</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>

		relevant professional experience including four years at senior management level.	<p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • 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. • Coordinate the development and implementation of the Institutes' Strategic and Annual Plans. • Develop and implement an effective and efficient Medical scheme for the Institution. • Advise Director / CEO and management on HR strategies/ priorities and their implementation • Advocate for and implement change management strategies • Manage and monitor facilities including utilities such as water, electricity and telephone. • Implementation of Performance Management system • Ensure compliance with Labour & other relevant regulations relating to people, workplace, etc. • Continuously Develop and implement organizational policies • Oversee and ensure implementation of administrative matters such as security, transport and logistics. • Negotiate lease agreements, manage contracts or other legal agreements with the input from Legal Counsel.
1	Senior Human Resources Officer (HQ) (3-year fixed term contract. Renewable depending on performance)	Grade 12 certificate with credits in English and Mathematics, BA + MZIHRM, Minimum three (3) years' experience in	<p>PURPOSE OF THE JOB: To undertake the provision of human resources and administration services in order to enhance efficient and effective operations of the Council as well as undertakes effectively the human resources management function in order to enhance staff morale and optimize utilization of human resource.</p> <p>MAIN DUTIES OF THE JOB</p>

		a similar capacity in a reputable organisation.	<ul style="list-style-type: none"> • Undertake timely provisions of administrative and support services in order to facilitate the effective operations of the institution • Develop the human resource and administration annual work plan and budget and ensures that human resource administration programs and activities are always within the approved budget. • Interpret the conditions of employment and services for all categories of staff as well as the rules and regulations governing the same. • Contribute to the achievement of strategic objectives by planning, and ensuring efficient and effective delivery and evaluation of training and development aimed at improving the competence of company staff • Attend to industrial relations matters to promote industrial harmony and high productivity. • Implement policies and programmes aimed at enhancing performance and operation of NISIR • Supervise, coach, motivate, develop and discipline subordinates to ensure corrective action and optimum performance. • Monitor and reviews performance of subordinates to ensure that they meet their agreed performance objective/targets and that appropriate and timely actions are taken arising from the performance reviews. • Ensure that disciplinary cases are promptly and consistently processed and disposed off to uphold the principles of natural justice and impartiality. • Supervise effectively the utilization of human and material resources in order to attain the objectives of the department
1	Assistant Accountant (HQ) (3-year fixed term contract. Renewable depending on performance)	Grade 12 certificate with credits in English and Mathematics, Bachelor Degree in	<p>PURPOSE OF THE JOB: To provide Assurance to Management and the Board on the effectiveness of Governance, Risk management and control processes.</p> <p>MAIN DUTIES OF THE JOB.</p>

		Accounting or Part II of ZICA/ACCA /CIMA. Full ZICA/ACCA/ CIMA will be an added advantage.	<ul style="list-style-type: none"> • To verify payments to ensure that proper supporting documents are available • To code expenditure to the cost units and cost centers in accordance with the Chart of Accounts • To undertake daily postings of transactions to Pastel or SAGE 300 • To timely reconcile all Control accounts and to reconcile and maintain the Travel advance (TA) Journal • To effectively maintain the creditors ledger • To prepare bank reconciliations • To verify monthly financial reports from Plant Science Research and Animal Science Research Centers • To produce monthly/Quarterly/yearly Trial Balances • To supervise Accounts Payable staff • To perform any other duty as may be assigned to you from time to time
1	Accounts Assistant (HQ) (3-year fixed term contract. Renewable depending on performance)	Grade 12 certificate with credits in English and Mathematics, Diploma Accounts. Bachelor Degree in Accounts will be an added advantage.	<p>PURPOSE OF THE JOB: To provide Assurance to Management and the Board on the effectiveness of Governance, Risk management and control processes.</p> <p>MAIN DUTIES OF THE JOB</p> <ul style="list-style-type: none"> • To raise payment vouchers and keep proper register of all payments made • To allot code expenditure to their cost units and cost centers system (i.e. the chart of accounts) • Postings all transactions to their respective cash books/ ledgers • Raising of journal vouchers to initiate, correct, adjust or upgrade ledger accounts • Provide monthly reconciliations of all trade payables accounts for goods and services obtained by the Institute • To ensure that receipts for all payments are obtained and attached to payment vouchers

			<ul style="list-style-type: none"> • To ensure that all payment vouchers are properly filed and are available for audit whenever required • To perform any other duties as may be assigned from time to time
1	Assistant Internal Auditor (HQ) (3-year fixed term contract. Renewable depending on performance)	Grade 12 certificate with credits in English and Mathematics, Diploma in Accounting or Part II of ZICA/ACCA /CIMA. A degree in Accounting or Full ZICA/ACCA/ CIMA will be an added advantage.	<p>PURPOSE OF THE JOB: To provide Assurance to Management and the Board on the effectiveness of Governance, Risk management and control processes.</p> <p>MAIN DUTIES OF THE JOB.</p> <ul style="list-style-type: none"> • Assist the Internal Auditor in developing Audit Policies and Procedures to guide the conduct of assurance and consulting activities. • Develop and implement annual audit plans. • Conduct quarterly risk assessments to understand business risks. • Examine and evaluate the adequacy and effectiveness of the risk management, control and governance processes. • Coordinate regular update of the Institution's Enterprise Risk Register. • Prepare Draft Internal Audit Reports for each audit assignment. • Undertake investigations, special audits or any assignments as advised by the Internal Auditor.

HOW TO APPLY

Women are encouraged 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.**

Or by email to: jobs@nisir.org.zm
Closing date **15th February, 2022.**