



**NATIONAL SCIENCE AND TECHNOLOGY COUNCIL
NSTC**

**VACANCY ANNOUNCEMENT
EXECUTIVE SECRETARY AND CHIEF EXECUTIVE OFFICER
OF THE
NATIONAL SCIENCE AND TECHNOLOGY COUNCIL**

1.0 THE ORGANIZATION

The **National Science and Technology Council** is a **statutory Body** which was established under **Act No. 26 of 1997** to **promote, co-ordinate** and **regulate** science, technology and innovation (STI) development in Zambia. It **advises** the Government on the broad priority areas for **STI**. It is also expected to **mobilize** various resources in support of the development process for science and technology and innovation. The Council implements the Strategic Research and Youth Innovation Grant Programmers and it is the main Executing Agency for research collaboration Agreements which Zambia has signed with a number of countries, such as South Africa, Malawi, Rwanda, Mozambique German, Argentina and Brazil.

2.0 JOB PURPOSE

Under the direction and the control of the Council, the **Executive Secretary** is responsible for co-coordinating, monitoring and evaluating the development and application of science and technology in order to fulfill the Council's functions and achieve its objective. The Executive Secretary is also responsible for fostering the advancement of the Council.

3.0 KEY RESPONSIBILITIES

The key responsibilities of the **Executive Secretary** are:

- i. To effectively plan the development of the Council in order to facilitate its advancement;
- ii. To co-ordinate effectively the monitoring and reviewing of the science and technology policies in order to facilitate timely and appropriate advice and decision-making by the Government;
- iii. To ensure the effective enforcement of science and technology regulations in order to enhance compliance by the research and development institutions;
- iv. To regulate monitor, review and assess the impact of science and technology in order to ensure the relevance of research and development to the national development agenda;
- v. To manage effectively and efficiently staff and other resources of the Council in order to attain the objectives of the Council;
- vi. To direct effectively the promotion of science and technology in order to enhance its development and application;
- vii. To effectively mobilize resources in order to attain the objectives of the Council;
- viii. To effectively implement the Strategic Research and Youth Innovation Grants and other Granting Programmed; and
- ix. To effectively and efficiently implement Research Co-operation Programmers with other countries.

4.0 KNOWLEDGE AND SKILLS REQUIREMENTS

The required knowledge and skills of the candidate include:

- i. A PhD Degree in science or applied science.
- ii. Minimum of ten (10) years progressive experience at top management level.
- iii. Excellent writing and communication skills.

- iv. Good numerical/computation skills.
- v. Good resource mobilization and negotiations skills.
- vi. Team building skills.
- vii. Innovativeness.
- viii. Management of Grant Supported Projects.
- ix. Management and interpersonal skills.

5.0 RENUMERATION

An attractive Package will be available for the right candidate.

6.0 APPLICATION FORMAT

Interested candidate should submit applications labeled “**Executive Secretary**” with detailed **Curriculum Vitae, copies of academic and professional qualifications and a one page written vision of NSTC. Contact telephone numbers and three (03) names and addresses of referees to:**

The Chairperson

National Science and Technology Council,
Curriculum Development Building (CDC),
Haile Selassie Road, Longacres,
P.O Box 51309
LUSAKA

Email: **nstc@nstc.org.zm**
Tel No. **+260 – 211 - 255854**
Fax: **+260 – 211 - 257194**

The closing date for receipt of the applications is **24th January, 2020.**