



**NURSING AND MIDWIFERY COUNCIL OF ZAMBIA
(The Nurses and Midwives Act No. 10 of 2019)**

EMPLOYMENT ADVERT

Nursing and Midwifery Council of Zambia (NMCZ) is a statutory body established in 1970 under the Nurses and Midwives Act No. 55 of 1970 with an express mandate to regulate nursing and midwifery training, education and practice. The Act was repealed and replaced by the Nurses & Midwives Act No. 31 of 1997 and Nurses & Midwives Act No. 10 of 2019, which redefined the functions of the Council and expanded the scope of practice for nurses and midwives.

The Council is therefore, inviting applications from highly motivated, result oriented, qualified and experienced persons to fill the positions of:

JOB TITLE : Registrar & CEO
 GRADE : NMCZ 1
 INSTITUTION : Nursing and Midwifery Council of Zambia
 DEPARTMENT :

1. JOB PURPOSE

To oversee the regulation of nursing and midwifery practice, education and training in order to ensure provision of quality health care services

2. KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Policy	Oversees effectively the formulation of nursing and midwifery policies in order to provide guidelines for implementation of institutional programmes
Regulation and Compliance	Oversees effectively the regulation of nursing and midwifery practice and professional conduct in order to ensure compliance to set standards and provision of quality nursing and midwifery care

Education and Training	Oversees effectively the setting of nursing and midwifery education and training standards in order to equip students with requisite knowledge and skills
Registration and Licensing	Oversees effectively the registration and issuance of practicing licenses in order to certify the competence of nurses and midwives to practice
Legal Services	Oversees effectively the provision of legal services in order to safeguard the interest of the Council
Public Relations	Oversees effectively provision of public relations functions in order to inform and educate the public on Institutional programmes
Secretariat Services	Oversees effectively provision of Secretariat Services to the Council's Board in order to facilitate the conduct of business
Information Technology	Oversees effectively the provision of ICT Services in order to facilitate the management of information and communication.
Risk Management	Oversees effectively the identification and management of risks in order to implement appropriate mitigation measures.
Research	Oversees effectively the conduct of research on topical and emerging issues in order to generate information for informed decision making
Monitoring and Evaluation	Oversees effectively implementation of monitoring and evaluation programmes in order to facilitate the development of appropriate interventions
Performance Management	Oversees effectively development of work plans and implementation of the Annual Performance Appraisal System (APAS) in order to monitor and evaluate performance
Management	Oversees effectively the utilization of human, financial and other resources in order to facilitate attainment of Institutional objectives

3. REPORTING RELATIONSHIPS

- a) **Reports to Council Chairperson**

4. KNOWLEDGE AND SKILLS REQUIREMENTS

- a) **Minimum Primary/Secondary Education:**
Full Form V or grade 12 School Certificate or equivalent.
- b) **Minimum Vocational/Professional Qualifications:**
MSc. Degree in Nursing or equivalent
- c) **Minimum Relevant Pre-Job Experience**
15 years of which 5 should be at senior 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:

- Leadership skills
- Computer literacy.
- Interpersonal Skills
- Integrity
- Analytical skills
- Confidentiality
- Tact and Diplomacy

JOB TITLE : Director - Education and Training
GRADE : NMCZ 2
INSTITUTION : Nursing and Midwifery Council of Zambia
DEPARTMENT : Education and Training

1. JOB PURPOSE:

To manage and coordinate the setting of nursing and midwifery education and training standards in order to equip graduates with requisite knowledge and skills

2. KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Policy	Manages effectively the formulation and review of policies in order to guide the implementation of nursing and midwifery education and training programmes
Competence Examinations	Manages effectively the setting, administration and marking of competence examinations for nurses and midwives in order to certify their competence to practice.
Issuance	Manages effectively the issuance of Diplomas and Certificates to nurses and midwives in order to certify their qualifications
Assessment	Manages effectively the assessment of training institutions in order to determine their eligibility to operate
Curriculum Development	Manages effectively the development and review of nursing and midwifery curricula in order to incorporate current trends of practice

Teaching and Learning Materials	Manages effectively the development and review of teaching and learning materials in order to align them to the curriculum
Education and Training Guidelines	Manages effectively the development and review of education and training guidelines in order to ensure adherence to standard training practices
Capacity Building	Manages effectively development and implementation of capacity building programs in order to enhance requisite knowledge and skills of academic and clinical staff
Secretariat Services	Manages effectively the provision of secretariat services to the Education and Examinations Committees of the Council in order to facilitate the conduct of the business
Risk Management	Manages effectively the identification and management of risks in order to recommend appropriate mitigation measures.
Research	Manages effectively the conduct of research on topical and emerging issues in order to generate information for informed decision making
Management	Manages effectively human, financial and other resources in order to facilitate the attainment of departmental objectives.
Performance Management	Manages effectively the development of work plans and implementation of the Annual Performance Appraisal System (APAS) in order to monitor and evaluate performance

3. REPORTING RELATIONSHIPS

a) Reports to Registrar & CEO

4. KNOWLEDGE AND SKILLS REQUIREMENTS

a) Minimum Primary/Secondary Education

Full Form V or Grade 12 School Certificate or equivalent.

b) Minimum Vocational/Professional Qualification

Degree in Nursing or Midwifery or equivalent

Registered and licensed with Nursing and Midwifery Council of Zambia

c) Minimum Relevant Pre-Job Experience

10 years of which 4 should be at management level

d) Communication Skills

i) Written Skills

Able to write analytical and technical reports.

ii) Oral Skills

Able to communicate effectively in English

e) Other Skills/Attributes

- Management skills
- Computer literacy
- Interpersonal skills
- Teaching skills
- Analytical Skills
- Integrity
- Tact and Diplomacy

JOB TITLE : Director - Regulation and Compliance
GRADE : NMCZ 2
INSTITUTION : Nursing and Midwifery Council of Zambia
DEPARTMENT : Regulation and Compliance

1. JOB PURPOSE:

To manage and coordinate the regulation of nursing and midwifery practice and professional conduct in order to ensure compliance to set standards and provision of quality health care.

2. KEY RESULT AREA	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Policy	Manages effectively the formulation and review of policies in order to provide guidelines for implementation of regulation and compliance programmes
Standards of Practice	Manages effectively the development, review and monitoring the implementation of nursing and midwifery standards of practice in order to ensure provision of quality health care services.
Code of Conduct	Manages effectively the development, review, dissemination and enforcement of the professional code of conduct in order to ensure adherence to professional standards of practice.
Nursing and Midwifery Audits	Manages efficiently auditing of nursing and midwifery care services in order to ensure provision of quality health care.
Public Complaints and Case Management	Manages effectively the receipt and processing of complaints made against nursing and midwifery practitioners and institutions in order to take appropriate remedial action.
Inspections	Manages efficiently inspection of nursing and midwifery institutions in order to ensure adherence to statutory and professional standards.
Investigations	Manages efficiently the conduct of investigations of alleged cases of professional misconduct in order to establish authenticity of the offense.
Continuous Professional Development	Manages effectively the development and implementation of Continuous Professional Development (CPD) programmes for nurses and midwives in order to ensure the maintenance of clinical competence and practice.

Monitoring and Evaluation	Manages effectively the monitoring and evaluation of Council programmes and nursing and midwifery institutions in order to develop appropriate interventions to enhance quality health care services
Research	Manages effectively the conduct of research on topical and emerging issues in order to generate information for informed decision making
Secretariat Services	Manages effectively provision of secretarial services to the professional conduct committee of the Council in order to facilitate the conduct of business
Stakeholder Liaison	Manages effectively collaboration with local and international nursing and midwifery organizations in order to foster technical cooperation.
Risk Management	Manages effectively the identification and management of risks in order to implement appropriate mitigation measures
Performance Management	Manages effectively the development of work plans and implementation of the Annual Performance Appraisal System (APAS) in order to monitor and enhance performance
Management	Manages effectively utilization of human, financial and other resources in order to facilitate the achievement of departmental objectives.

3. REPORTING RELATIONSHIPS

a) Reports to Registrar & CEO

4. KNOWLEDGE AND SKILLS REQUIREMENTS

a) Minimum Primary/Secondary Education

Full Form V or Grade 12 School Certificate or equivalent

b) Minimum Vocational/Professional Qualifications

Degree in Nursing/Midwifery or equivalent

Registered and Licensed with the Nursing and Midwifery Council of Zambia

c) Minimum Relevant Pre-Job Experience

10 years of which 4 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

- Leadership skills
- Analytical skills
- Computer literacy
- Interpersonal skills
- Integrity
- Analytical skills
- Investigative skills

Only candidates who meet the above listed competencies and role specifications should apply attaching their curriculum vitae, certified copies of their academic and professional qualifications and three names of referees with their contact addresses and telephone numbers.

Applications should reach the undersigned not later than Friday 8th September 2023. Please note that only short-listed applicants will be contacted.

**THE REGISTRAR & CEO,
Nursing and Midwifery Council of Zambia,
Plot 171, Luanshya Road,
Villa Elizabetha,
P O Box 33521, Lusaka.**