



EMPLOYMENT OPPORTUNITIES ADVERT

The Health Professions Council of Zambia (HPCZ) is a statutory regulatory body under the Ministry of Health with obligations to regulate the registration of health facilities and health practitioners as well as maintaining optimal standards of competence, care and professional conduct. It was established under the Health Professions Act No. 24 of 2009.

The mission of the Health Professions Council of Zambia is ‘to safeguard the quality of healthcare services by regulating and monitoring the professional conduct of Health practitioners, Health facilities and Training Institutions offering HPCZ approved training programmes. HPCZ seeks applications from suitably qualified and experienced persons for the following position:

1. REGISTRAR /CHIEF EXECUTIVE OFFICER

Job Profile: To Oversee the Registration of health practitioners, the Licensing of health care facilities, the Accreditation of health services and the Approval of health related training programmes in order to assure the provision of quality health services and any other duties as assigned by the Council.

Main duties:

- Oversees effectively the registration and issuance of annual practicing certificates to health practitioners in order to ensure only qualified and competent health practitioners.
- Oversees effectively the licensing of health facilities and accreditation of health care services in order to assure the provision of quality health services to the public
- Oversees effectively the approval and recognition of health training programmes in order to ensure compliance to set standards.
- Provides effectively Secretariat services to the Council and its Committees in order to facilitate the smooth conduct of business.
- Oversees effectively the development and implementation of risk management policy and framework in order to mitigate risks
- Oversees effectively, the monitoring and evaluation of Programmes in order to facilitate implementation of appropriate interventions
- Ensures timely provision of human resources, administrative, financial and other support services in order to facilitate efficient and effective operations of the Council.
- Ensures effectively the implementation of performance management systems in order to improve individual and organisational performance and productivity

Knowledge and skills requirements:

(a) Academic and Professional Qualifications:

- Full Form V/grade twelve (12) certificate or its equivalent with credit or better in English and Mathematics.
- Bachelor’s Degree in Health Sciences or its equivalent
- Master’s Degree in Health Sciences or its equivalent
- Valid HPCZ practicing license
- A qualification in Management studies will be an added advantage

(b) Minimum Relevant Pre-Job Experience:

- 15 years' work experience of which five (05) should be at management level

(c) Communication Skills:

(i) Written Skills;

- Able to write technical and analytical reports

(ii) Oral Skills:

- Able to communicate effectively in English

(d) Other skills/Attributes:

- Computer Literate
- Leadership skills
- Negotiation Skills
- Analytical skills
- Integrity
- Interpersonal Skills

Please, note that, only applicants who meet the requirements are encouraged to apply and send application letters including their daily contact phone numbers, detailed Curriculum Vitae, enclosed certified photocopies of Green National Registration Card, Academic and Professional Certificates and three traceable referees with their phone numbers and email addresses to:

The Council Chairperson
Health Professions Council of Zambia
Plot No. 6640 Mberere Road, Olympia Extension
P.O. Box 32554
LUSAKA

Email: jobs@hpcz.org.zm

Both soft and hardcopy applications will be admissible.

N.B: The successful candidate will be required to submit verification by Zambia Qualifications Authority (ZAQA) before assuming duties of Registrar.

Closing date: **22nd November 2024, 17:00 Hours** and Only short-listed candidates will be responded to and acknowledged by phone.

“Promoting Quality Healthcare and Safeguarding the Public is Our Prime Concern”