# **PROJECT OFFICER X 3,**

# **Job title: Project Officers – Zambia Enhanced CBR Response Programme (ZECREP) Reporting to: Director at Partner Organisation Location: Lusaka, Kafue, Monze, Zambia Working hours: Full Time Duration of position: The project is a four year project; the contract will be for One year renewable till the end of the project.**

**Deadline for receiving Applications:** 2 October, 2020

**Purpose of the Job**

The Project Officers mission is to maintain and promote the smooth and efficient daily implementation of the “Zambia Enhanced CBR Response Programme” project She/he will provide management, guidance, support and trainings to the project’s team and stakeholders, including, Disabled Peoples Organizations, Service Providers and Local Authorities in the implementation of activities in the respective project sites.  
The Project Officer manages the project in the organization and works in close cooperation with administrative staff to manage the implementation of project especially ensuring:

i) Liaison with all projects stakeholders, including project partners, service providers, local authorities and participants at all levels;  
ii) Implementation and management of operational plans, financial and programmatic monitoring and reporting according to the project cycle management and M&E mechanisms established at PO level;  
iii) Coordination of communication, documents, reports and publications at PO level to SPO.

S/he will maintain and promote smooth and efficient daily implementation of the projects and its activities and an efficient and constructive liaison with the projects’ teams and stakeholders involved in the project. S/he will provide support, training and advice to the project’s team to develop and build their capacities and technical skills in service provision.

**Job Responsibilities**  
In close coordination with the CBR coordinator at CHSZ, the Project Officer is responsible for:

1. Managing project operations and developing and maintaining partnerships with stakeholders in the project site with Partner Organisation.
2. Strengthen the project through networking and collaboration mechanisms among CBR partners and stakeholders at District levels.
3. Support the practical competences of volunteers, other staffs and stakeholders in disability inclusion and CBR practice in the Districts.
4. Support and contribute to the creating of an enabling environment for children with disabilities, including neglected group’s e.g. severe disability, intellectual disability, autism, to participate in issues that concern their quality of life in the Districts.
5. Preparing on a regular basis the project planning, monitoring, reporting, reviews and publications together with project’s internal and external stakeholders.
6. Actively contributing to the project’s evaluations, lessons learned and to new projects’ assessments and design.
7. Providing guidance to CBR focal persons to enhance the quality of their own planning, monitoring, reporting, reviews and lessons learned.
8. Develop and revise together with the CBR Coordinator the yearly project strategy, activity planning and budget
9. Develop monthly/quarterly and yearly work plans for the team members, ensuring appropriate support and follow up for their implementation
10. Document management: Maintain the paper and digital archives
11. Manage the project’s team by developing result-oriented yearly action plans, subdivided in quarterly plans.
12. Ensure managerial support and guidance in the implementation of activities
13. Liaise closely with project team members and provide guidance in the relationships with the partners.
14. Contribute to the development of reports for submission to the steering committee.
15. Ensure daily administrative contacts and communications between partners, project and administration
16. Establish and maintain excellent communication between the project and the authorities and third parties in the Districts.
17. Provide general management support and guidance to project teams for the implementation of activities, daily management or organisation and technical development, as required and according to the needs
18. Ensure that project implementation plans are executed according to the project plan
19. Organise and conduct regular review meetings with key stakeholders  
    Prepare together with the finance officer, financial reports or submission to CHSZ for validation and approval.
20. The Project Officer ensures the quality of project data and drafts reports for the CBR Coordinators review.
21. Ensures the organisation of major project meetings and events (e.g. Monthly/Quarterly reviews) and develop meeting minutes / actions points.

**PERSON SPECIFICATION**

Essential Qualifications:  
• Diploma in Project Management, Development Studies or any other relevant qualification. A Bachelor’s degree will be an added advantage.

Essential other requirements:  
  
• Experience in working in the community and with volunteers  
• Experience in working with multiple stakeholders  
• At least 3 years’ experience working in the field of disability, rehabilitation, development, or social work.  
• Experience of developing and managing effective relationships with government Ministries/Department and other stakeholders.  
• Ability to work with rural and vulnerable communities.  
• Excellent written and spoken communication skills (English).  
• Excellent interpersonal skills.  
• Able to work in a team environment.  
• Experience in managing institutional donor funds.  
• Ability to work independently and ready to work outside normal work hours.  
• Good understanding of budgets and financial management.  
• Excellent computer knowledge and skills.

How to Apply: Applicant must submit their credentials that is CV and cover letter to

Email Addresses: [cheshirezambiajobs@yahoo.com](mailto:cheshirezambiajobs@yahoo.com)