



Cheshire Home Society of Zambia

Job Title: Capacity Development Officer

Reporting to: National Coordinator

OVERALL RESPONSIBILITY:

The Capacity Development Officer will support the development and implementation of the Child Empowerment Programme under Cheshire Home Society of Zambia funded by the Liliane Foundation. The Capacity Development Officer will work closely with the National Coordinator to coordinate and support capacity development activities, including designing or adapting capacity development tools, systems, assessment methodologies; and providing direct support to facilities, various levels of government, community-based organizations, and other partners around the management and delivery of Cheshire Home Society of Zambia.

Responsibilities:

- Work closely with the National Coordinator to develop and implement a capacity development strategy. Together with the Project Manager:
 - Support the design and adaptation of capacity development tools, systems, and assessment methodologies that are cost effective and efficient
 - Provide comprehensive, customized, and documented mentoring and technical assistance to Partner Organisations
 - Conduct capacity assessments to measure progress in leadership, management and organizational/programme performance
 - Work with Partner Organisations to develop capacity development action plans that focus on building existing plans while also addressing identified gaps
 - Support coaching, mentoring, and leadership development activities for Partner Organisations and Cheshire Services
 - Consolidate capacity assessment results across Partner Organisations to identify and analyze patterns and identify new strategic directions for capacity development support.
 - Regularly share capacity development information, articles, tools, and resources with Partner Organisations.

- Support the development of training materials and conduct dynamic organizational development trainings customized to the individual needs of Partner Organisations.
- Respond to information requests from Partner Organisations in a timely manner
- In collaboration with programme Officer, monitor, evaluate, and report on the impact of capacity development interventions.
- Support the implementation of innovative capacity development interventions, which includes developing and field testing new and improved technical methodologies, tools and other products and services
- Document effective capacity development approaches, methodologies and activities for sharing as best practices
- Contribute to the development of annual work plans, performance monitoring plans (PMPs), and reports for submission to and approval by donors.

Essential Qualifications

- Relevant Bachelor's degree in Development Studies, Social Work, Project Management with practical experience in implementing capacity development activities. A masters degree will be an added advantage.

Essential other requirements:

- Minimum of 3 years of experience in capacity development
- Strong written and verbal communication skills
- Ability to travel domestically 40% of time
- Knowledge and understanding of key policy issues in disability and development.

How to Apply: Applicant must submit their credentials that is CV and cover letter to cheshirezambiajobs@yahoo.com or Mailing Address to The National Coordinator P.O BOX 320059, Lusaka before 21st March 2020.