



Position: Project Officer

Location: Chipata Eastern Province, Zambia

Reports to: Programmes Manager

The Zambia National Education Coalition (ZANEC) is a Coalition of 93 non-state actors working in the Education and Skills Sector mainly focusing on research, advocacy, social accountability, and member capacity building. Our mission is to serve as a Coalition of education organizations promoting quality and inclusive education for all through research, influencing education policy and building capacities of education CSOs.

Job Purpose

The post holder will be responsible for mobilizing and coordinating partner-level work, reporting, and programme Monitoring, Evaluation Accountability and Learning of The Vaccinated, Immunized and Protected Child (The V.I.P Child) Project, including attending relevant meetings involving Health key stakeholders and various platforms who are engaged in the health sector in Zambia. Also, to attend regular virtual and physical meetings with Project Stakeholders.

Principal Duties and Responsibilities

- Responsible for supporting partners in managing all aspects of the project cycle including planning, implementation, monitoring and evaluation;
- Ensure timely implementation of the project activities in relation to the implementation plan/schedule;
- Ensure that the quality of the project is maintained through an effective monitoring system and that accurate data and information on best practices are documented.
- Ensure timely data collection from Health facilities, data entry in DHIS2, and produce monthly data reporting against indicators and submit to CHAZ;
- Ensure project narrative reports are prepared and submitted on time using donor reporting requirements.

- Track/monitor day-to-day progress against project milestones and activities, against scheduled work plans and project indicators;
- Collaborate and support the Community-Based Volunteers (CBVs) in health Centres, District Health Promotion Office and community levels throughout the project implementation.
- Coordinate the capacity building of the CBVs and technical support for easy identification of Zero Dose Children in the communities;
- Promote shared learning and collaboration between partners by facilitating partner networks and meetings;
- Monitor project expenditures and ensure the budget is strictly adhered to, financial procedures are observed, and all supporting documents are provided
- Perform any other duties as assigned by supervisor.

Key Accountabilities

- Coordinate the timely implementation of the project activities;
- Timely report writing (narrative and monthly data reports) and submission to CHAZ;
- Management of Monitoring, Evaluation and Learning including database management (DHIS2).

Required Attributes, Experience and Qualifications:

- Degree in Development Studies, Economics, Public Health, Monitoring and Evaluation, Social Work or equivalent preferably in the social sciences.
- Experience in Monitoring, Evaluation and Learning (MEL) and database management is strongly recommended.
- Strong interpersonal skills and ability to work as part of a team.
- Ability to work independently.
- Experience working in the NGO sector for a minimum of five (5) years.
- Knowledge of the current issues and developments in the education sector and CSOs in general.
- Proposal and report writing skills.
- Excellent Communication skills including ICT and negotiation skills

How to apply

Interested applicants must send their application letters and complete Curriculum Vitae with full contact details of three referees addressed to:

The Executive Director
Zambia National Education Coalition
P.O. Box 30744
Lusaka
Email: admin@zanec.org.zm or infozanec@gmail.com

Closing date: Thursday 30th January 2025 at 17.00 hours Zambian time.