



EMPLOYMENT OFFER

POSITION: ASSISTANT PROVINCIAL COORDINATOR- WESTERN PROVINCE

REPORTS TO: PROVINCIAL COORDINATOR- WESTERN PROVINCE

LOCATION: MONGU PROVINCIAL HUB OFFICE

DURATION: ONE YEAR (RENEWABLE)

ORGANIZATIONAL BACKGROUND:

The Civil Society for Poverty Reduction is Zambia's largest anti-poverty network, established in 2000 to primarily to enhance the participation of local citizens in the development of the poverty reduction strategy papers (PRSPs). Over the years, the network has expanded its scope and continues to build the voices of the poor in the fight against poverty. Its objective is to ensure that it effectively and meaningfully participates in the design, formulation, and implementation and monitoring of Zambia's national development plans (NDPs). CSPR envisions a Zambia where its entire people enjoy all basic needs. The organization's mission is to actively contribute to poverty reduction and pro-poor development in Zambia. The organization embraces values of integrity, mutual respect, reliability, respect for human rights and is non-partisan.

INFORMATION ABOUT THE POSITION:

The role is a field-based position, designed to support the day-to-day implementation of the CSPR programmes using a rights-based approach. The role works under the supervision of the provincial coordinator and supports the delivery of strategic stakeholder engagements, community level mobilization and capacity strengthening and community led advocacy initiatives.

PURPOSE OF THE ROLE:

To contribute to improved efficiency of programme delivery at field level in all CSPR's operating districts in western province through effective.

KEY ROLES AND RESPONSIBILITIES:

- Assist the Provincial Coordinator in the implementation of project activities in target districts as per approved workplans and budgets
- Under the supervision of the Provincial Coordinator , prepare monthly , quarterly and annual workplans for provincial level activity implementation
- Support activity and programme reports as specified by the MEAL officer
- Participate in stakeholder engagements and advocacy initiatives by CSPR

- Support the Provincial coordinator with preparations and documentation of all Provincial programme management team meetings (PPMT)
- Support administrative function for the office hub and ensure all documentation for all activities is filed electronically and in hard copy.
- Support field level monitoring
- Support National office field visit preparations to the provincial hub
- **Maintain good liaison with local media to support string visibility of CSPR's work at provincial level**
- Support membership drive efforts of CSPR at local level
- Support documentation and knowledge management processes of CSPR programmes , under the guidance of the MEAL officer and the provincial coordinator
- Support capacity strengthening initiatives for local communities in target areas
- Ensures timely retirement of funds received for hub implementation in line with finance and procedures manual

REQUIRED SKILLS AND EXPERIENCE

- A degree in social sciences or any relevant field
- In-depth knowledge of community engagement, mobilization and capacity strengthening processes
- Good working knowledge of Western province
- Good public speaking and presentation skills
- M and E skills
- Good communication and reporting skills
- Good working knowledge of rights-based approaches to social accountability

PERSONAL QUALITIES

- Highly organized individual
- Good interpersonal skills
- Effective communicator
- Identifies with the values of CSPR

Our motivation for you:

- An opportunity to work with one of Zambia's largest CSO network on poverty in Zambia
- Competitive remuneration
- A professional work environment with opportunities for growth

CSPR is an equal opportunity employer and greatly encourages all those that meet the criteria to apply

How to apply

If you have what it takes to fill this role in a highly professional environment with CSPR, send your application addressed to the Executive Director with a cover letter and an updated CV with credible references to cspr@csprzambia.org. All applicants are requested to clearly indicate in the subject matter: "Application for role of Assistant Provincial Coordinator- Western Province "

Application Deadline: CSPR will receive applications for this role up to February 15, 2025, 17:00hrs CAT. All applicants submitted other than through the official CSPR email will not be considered, No hard copy applications will be accepted.

You can access more information about us through our website www.csprzambia.org