

## **Job Spec: Zambia National Manager**

If you would like to apply for this position, please email your CV and a covering, motivational letter to [mamela@goldpe.org.za](mailto:mamela@goldpe.org.za) by 12pm on the 24 May 2010. The position is available from July/August 2010. Successful applicants will be notified for interviews to be held on the **31st May 2010 in Lusaka.**

---

### **Main purpose:**

The Zambia National Manager will refine methods for and manage field based service delivery in Zambia. This will involve:

- 1) Management of relationships between GOLD and its Zambia Programme Stakeholders
- 2) Managing the Zambia GOLD team as well as the day to day administration of the Zambia “satellite office” in Lusaka and the Zambia GOLD budget.
- 3) Managing– and carrying out –implementation of field based activities to support the effective service delivery of GOLD to partner organisations in Zambia. This includes working closely with staff of community and faith based organisations that have collaborated with GOLD in the implementation of youth peer education in alignment to the GOLD model.

### **Reporting to:**

GOLD Agency International Field Manager

### **Effective date:**

This job profile will be effective from 1st July or August 2010.

### **Context:**

The conditions under which the job operates, requires that the applicant be based in Zambia and must be willing to travel (in a team or on their own) via plane and/ or road to selected sites and underserved communities where GOLD Peer Education is being implemented. This may include overnight stays of up to one week away from home in South Africa and from time to time outside of the Zambia in other GOLD countries.

### **Authority Level and Decision Making:**

The Zambia National Manager will be able to make decisions regarding what methods are employed regarding the management of field based services in Zambia. This will be done within the context of already agreed: Functional Operational Plans; budgets; organizational policies and organisational procedures.

### **Key result areas:**

This list contains roles that are typically associated with the job. It is not all-inclusive and may vary from time to time.

## **1. General Zambia Management Responsibilities**

- With support from the International Field Manager, conceptualize and give input to the annual field based service delivery plans for Zambia
- Play a key role in ensuring the management and implementation of the Field based programme delivery functions in Zambia
- Manage field based organisational support activities related to Zambia. This will involve:
  - Managing the day to day administration of the GOLD Zambia office and Zambia GOLD budget.
  - Fulfilling the role of people manager by overseeing the work and providing support to the Zambia field team (Zambia Research and Assessment Officer and the Zambia Training and Support Officer)
  - Being the face of GOLD in Zambia
  - Preparing and presenting a quarterly report to the International Field Manager of field service delivery activities within Zambia
  - Attending quarterly meetings in Western Cape Province/Kwa-Zulu Natal Province South Africa with GOLD Head Office Senior Management and other Field Management to inform and report on the Zambia National implementation plan.
  - Playing a key role in informing the long term strategy as well as annual operational plans for GOLD across all countries and provinces/districts based on learnings from Zambia
  - Reporting to the International Field Manager concerning field service delivery activities in Zambia

## **2. Stakeholder Management, Resource Mobilisation and Advocacy and Visibility**

### **2.1 Zambia Stakeholder Management responsibilities**

- With support from the Zambia team, manage stakeholder relationships between Zambia implementing organisations (Implementing Organisation Leadership including Directors and Programme Managers; Implementing organization facilitators; Zambia collaborative NGO's; and relevant Zambia network contact persons) and other GOLD Staff.
- With support of the Executive Director, International Field Manager and the Zambia GOLD team, manage other Zambia Programme Stakeholders (Government, District level coordinators; Zambia collaborative NGO's; Donors and relevant Zambia network contact persons)
- Manage the annual Zambia teacher orientation workshops with support from Head Office and the Zambia GOLD team
- Manage the quarterly Zambia peer education forums with support from the International Field Manager and the Zambia GOLD team

### **2.2 Zambia Resource Mobilisation responsibilities**

- Attend and participate in the annual Grant sub-grant meetings held with each IO in Zambia
- Support the Resource Mobilisation Manager by facilitating the Resource Mobilisation Task Team in Zambia
- Play a networking role and where possible, identify potential donors and sustainability partners for Zambia

- Assist in the mobilisation of resources for Zambia through face to face resource mobilization as well as supporting in proposal and report writing

### **2.3 Zambia Programme Visibility and Advocacy responsibilities**

- Oversee and participate in an annual regional community upliftment campaign in Zambia (assisted by the Zambia team and the Marketing and PR Manager).
- Play a networking role and where possible, identify and manage relationships with potential visibility partners for Zambia

## **3 Zambia Peer Education Programme Development**

### **3.1 Zambia Research and Development responsibilities**

- With support from the Zambia Research and Development Officer, oversee a Quarterly Programme Development related Task Team and other related research activities in Zambia (supported by the GOLD Head Office and the Zambia regional team) to inform ongoing programme design, curriculum refinement and documentation of best practices.

### **3.2 Zambia Training and Support responsibilities**

- With support from the Zambia Training and Support Officer, Manage implementation of Zambia training and support schedule (supported by the Head Office Training and Support Team)
- Manage and conduct quarterly on site support visits for Programme Managers and Coordinators at each implementing site in Zambia
- Oversee the Zambia regional team to implement quarterly on site support visits for facilitators in Zambia and participate in these when required
- Fulfil the role of trainer by participating in the delivery of selected GOLD training courses and workshops for facilitators, programme managers and directors of organisations in Zambia as well as for Government Stakeholders
- Manage the support of programme managers and coordinators of implementing organisations in Zambia by participating in district meetings and reporting findings back to the International Field Manager

### **3.3 Zambia Quality Assurance**

- With support from the Zambia Research and Development Officer, oversee quarterly focus groups run by the Regional Research and Assessment Officer and/or head office QA or R&D staff in Zambia
- Oversee quarterly facilitator assessments run by the Zambia Research and Assessment Officer/ Training and Support Officer
- With support from the Zambia Research and Development Officer and the GOLD HO QA team, oversee the implementation of individual annual assessments of each Zambia implementing organisation against GOLD standards.

#### **Core skills and competencies required:**

- Excellent written and verbal communication skills
- Networking and Public Speaking skills

- Understanding of Government and their role in Development and youth HIV prevention
- Leadership skills
- People management skills
- Mediation skills, with a temperament given to dialogue and the resolution of issues
- Computer skills – MS Office
- Excellent understanding of peer education and capacity building of stakeholders
- Understanding of GOLD's training approach, especially the learning model and experiential learning methodology
- Understanding of programme monitoring and evaluation
- Understanding of adult education
- Planning and task management
- Good administration skills
- Report writing skills
- Fluent in Setswana and English
- Excellent budget development and management skills
- Fundraising skills

**Characteristics:**

- Initiative and innovation
- Willingness to go the extra mile
- Creative Problem-solver
- Team-leader and player
- Adaptability and flexibility to accommodate change
- Ability to create necessary structure for effectiveness
- Ability to translate vision into workable, structured pieces of work
- Committed to community transformation through youth
- Committed to living out a lifestyle of character, strong values and personal vision

**Qualifications and Experience:**

- Relevant degree in education, psychology, social work, development practice or equivalent business degree (Masters degree strongly desired)
- At least three years experience in youth peer education or similar programme management including management of related programme stakeholders or relevant community development experience
- Facilitation experience
- Valid Drivers Licence essential