



ADVERT FOR CCMG PROJECT MANAGER

Job Title	CHRISTIAN CHURCHES MONITORING GROUP PROJECT MANAGER
Job Purpose	<p>CCMG through Caritas Zambia is seeking a dynamic, value-driven and experienced Project Manager to help grow its impact and influence in the promotion of democracy, and to provide day-to-day management of CCMG's governance, electoral process reform and monitoring and peace building programs.</p> <p>The Christian Churches Monitoring Group (CCMG) is an alliance of four faith-based organisations formed to help promote credible elections through non-partisan citizen monitoring. CCMG's overall objective is to achieve an inclusive Zambian society that is well informed, actively participates in electoral and governance processes; and is represented by leaders who are genuinely elected according to the free will of the people.</p> <p>The CCMG partner organizations are: Council of Churches in Zambia (CCZ); Evangelical Fellowship of Zambia (EFZ); Jesuit Centre for Theological Reflections (JCTR); and Zambia Conference of Catholic Bishops (ZCCB), working through Caritas Zambia.</p>
Key tasks	<p>Coordination</p> <ul style="list-style-type: none"> • Coordinate the work of CCMG as head of the CCMG secretariat • Work with Caritas Zambia management to achieve the objectives of CCMG • Coordinate CCMG in election and electoral process monitoring projects • Support the three Church Mother Bodies in the National Dialogue and reconciliation process • Work under the Caritas Zambia Executive Director to support the CCMG engagement on electoral, constitutional, policy and other legal reforms. • Collaborate with electoral stakeholders, both government and Civil Society Organisations, for matters concerning electoral process in Zambia <p>Communications</p> <ul style="list-style-type: none"> • Ensure regular and timely communications about project implementation to the programme team members • Ensure an excellent standard in professional presentation when communicating with external partners and funders
Person Specification	<p>Essential Qualities</p> <ul style="list-style-type: none"> • A mature candidate with experience in the electoral process and monitoring of elections • Must possess high level of integrity and objectivity, including commitment to non-partisanship at all times • Experienced and knowledgeable in political, economic and social analysis • Balanced mind and knowledgeable with the church's social, economic and political engagement. • Clear understanding of Zambia's socio-economic and political context • Clear understanding of Zambia's electoral process and its legal framework • Clear understanding of Zambia's laws, especially the constitution and the current bill of rights

	<p>Desirable</p> <ul style="list-style-type: none"> • Excellent communication skills • Confident trainer/facilitator • Ability to think innovatively • Ability to think critically
Education and Qualifications	<ul style="list-style-type: none"> • Minimum of University Degree in social sciences or related field (Master's degree will be an added advantage) • Experience in recruiting and organizing volunteers • Demonstrated managerial capacity and skills • Demonstrated ability to conduct and apply sophisticated political analysis to programmatic activities. • Working knowledge of Microsoft application packages and ICT. • Excellent communication and writing skills • Experience managing donor funds and donor reporting, as well as monitoring and evaluation experience
To Apply:	<p>Send CV and qualification details to : caritaszambiazec@gmail.com , copy lungucleopas2014@gmail.com and caritazjobs@gmail.com</p> <p><u>Deadline 4th February 2019</u></p>
	Note: Only shortlisted candidates will be contacted