



**ADVERT FOR CCMG PROJECT COORDINATOR**

<b>Job title</b>	<b>CCMG PROJECT COORDINATOR</b>
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>● The Christian Churches Monitoring Group (CCMG) is seeking a dynamic and values-driven Project Coordinator to help grow its impact and influence on governance, peacebuilding, and elections in Zambia.</li> <li>● CCMG is an alliance of four faith-based organisations formed to help promote credible elections through non-partisan citizen monitoring. The CCMG partner organisations are Council of Churches in Zambia (CCZ), Evangelical Fellowship of Zambia (EFZ), Jesuit Centre for Theological Reflection (JCTR) and the Zambia Conference of Catholic Bishops (ZCCB).</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>● <b>Lusaka, Zambia</b></li> </ul>
<b>Period</b>	<ul style="list-style-type: none"> <li>● This is a short-term position (12 months) with possibility of extension based on the availability of funds</li> </ul>
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>● <b>Coordination - Operational Management</b> <ul style="list-style-type: none"> <li>○ Oversee project reporting both narrative and financial.</li> <li>○ Support and provide oversight to the team in all program planning, budgeting, implementation, documentation and monitoring.</li> <li>○ Ensure timely, accurate and quality financial and narrative reporting compliance with donors.</li> <li>○ Support the development/implementation of efficient and functioning operation systems of CCMG.</li> <li>○ Coordinate all data collection, management, and troubleshooting related to long term observation exercises .</li> <li>○ Implement and foster adherence to the established ZCCB policies, regulations, guidelines and procedures and strengthen transparent governance.</li> <li>○ Support and provide input into data analysis, logistical planning and communications.</li> <li>○ Provide and support analysis of electoral and political developments affecting the operating context and CCMG’s activities.</li> <li>○ Coordinate communication between CCMG Local Steering Committees and the Lusaka-based CCMG Secretariat</li> <li>○ Foster strong communication and coordination among program staff of CCMG members</li> <li>○ Contribute effectively to the overall strategic visioning, conceptual development, planning and monitoring of CCMG’s work.</li> <li>○ Coordinate the work of constituent members of the CCMG in election observation.</li> </ul> </li> <li>● <b>Reporting</b> <ul style="list-style-type: none"> <li>○ The Project Coordinator will report to the CCMG Manager.</li> </ul> </li> </ul>
<b>Person Specification</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>



	<ul style="list-style-type: none"> <li>● A mature candidate with experience in electoral and governance processes, with experience in observation/monitoring of elections an added advantage.</li> <li>● Experienced and knowledgeable in political, economic and social analysis.</li> <li>● Excellent writing skills, including writing for a variety of audiences (i.e. donors, stakeholders, general public).</li> <li>● Balanced mind and acquainted with the church’s social, economic and political engagement.</li> <li>● Experience coordinating staff and/or volunteers toward common goals/activities is essential.</li> <li>● A keen appreciation of quality and standards with ability to take responsibility for delivering quality results despite challenges.</li> <li>● Strong analytical and conceptual skills with the ability to see both the big picture as well as micro issues.</li> <li>● Excellent writing skills with the ability to synthesise , understand and communicate complex issues effectively and in a timely fashion.</li> <li>● Data analysis skills, including intermediate or advanced Excel or Google Sheets use.</li> <li>● Experience in Google Suite, Microsoft Office and social media.</li> <li>● Quick learner.</li> </ul>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>● Undergraduate degree in social sciences or equivalent</li> <li>● Masters degree will be an added advantage</li> </ul>
<b>To Apply:</b>	<ul style="list-style-type: none"> <li>● A cover letter demonstrating interest in the position, career aspirations and relevant experience.</li> <li>● CV</li> <li>● One page statement on how you will maintain a positive, values-based organizational culture.</li> </ul> <p>Shortlisted candidates will be requested to provide a writing sample and may be asked to demonstrate Excel or Google Sheets skills.</p> <p>SEND DETAILS TO <a href="mailto:unithead.progs@caritaszambia.org">unithead.progs@caritaszambia.org</a> and <a href="mailto:info@ccmgzambia.org">info@ccmgzambia.org</a></p> <p><u>Deadline: 15 January 2024</u></p>