



**EMPLOYMENT OPPORTUNITY: ECONOMIC AND SOCIAL ACCOUNTABILITY
PROGRAMME OFFICER**

<p>Job Purpose</p>	<p>Caritas Zambia is seeking a dynamic and values-driven Economic and Social Accountability Officer to help grow its impact and influence on Economic and Social Accountability advocacy.</p> <p>Caritas Zambia Caritas Zambia is an institution of the Zambia Conference of Catholic Bishops (ZCCB) dedicated for the promotion of the Social Ministry of the Catholic Church. Caritas Zambia is an evidenced based advocacy organisation with a mandate of fostering and upholding human dignity through promotion of integral human development through research, advocacy, monitoring and participation in the formulation of economic and social policies.</p>
<p>Key Objectives and Accountabilities</p>	<ul style="list-style-type: none"> • To promote public accountability in economic policies and use of the natural resources, • To animate public advocacy and influence policy development that prioritises the needs of the poor and vulnerable, • Promote accountability in the provision of social services • Development of annual, quarterly and other appropriate plans and budgets for EASP in line with the National strategic plans and other pertinent plans • In a timely manner, document all activities of the programmes • Attend to network meetings as assigned • Develop, promote and sustain relevant networks with identified organizations • Facilitating awareness raising workshops and fora with key stakeholders as planned in the EASP programme • Participate, present and represent Carita Zambia at international and national conferences and events as assigned • Help with Facilitating capacity building initiatives • Help coordinate EASP lobbying and advocacy initiatives that are aimed at ensuring transparency and advocacy along the entire value chain of extractive industries, Public Finance and economic issues • Develop proposal and fundraising initiatives • Facilitating and building capacity of dioceses and other CSOs to analyze and use of data disclosed through EITI reports and other sources of data. • Help with working with sub-structures at national level and member organizations to promote extractive industry transparency advocacy in government policies through direct engagement with government officials and agencies. • Help with research and draft memos, fact sheets, backgrounders and other materials as necessary for advocacy efforts • Help to implement activities under EASP as assigned

Experience	<ul style="list-style-type: none"> • At least 4 years' experience as Programme Officer in an NGO. • Experience Project Management, social & economic governance around public finance and extractives would be an added advantage
Person Specification	<ul style="list-style-type: none"> • Knowledge of Economic and social accountability strategic areas in which Caritas Zambia operates (digital inclusion, learning through digital, digital solutions to social challenges) • Well rooted understanding of government economic and social policies, • Analytical skills especially national policy analysis, social accountability, strategic thinking, communication skills, team player. • An organized, self-driven and results oriented, innovative, committed to Christian values, committed to live the values of the organization on and off work, • Willingness and adaptable to work with rural communities • Excellent Skill in research and analysis • Commitment to community development field • Ability to think innovatively • Ability to think critically • Excellent time management and ability to prioritise • Experience in implementing donor funded projects.
Education and Qualifications	<ul style="list-style-type: none"> • University degree in Economics • Master's degree in economics or development related field will be an added advantage.
To Apply:	<ul style="list-style-type: none"> • One page statement on how you will maintain a positive, values-based organizational culture. • SEND DETAILS TO: Hrcathsec@gmail.com and copy edmond@caritaszambia.org • <u>Deadline: 26th September 2025, 12:00hrs</u>
	<p><i>No phone calls or solicitation is allowed. Interviews will be scheduled for October 2025, and interested applicants are encouraged to apply as early as possible. Applications will remain open until the stipulated closing date.</i></p> <p><i>We are committed to gender equality and strongly encourage applications from qualified women</i></p>