



EMPLOYMENT OPPORTUNITY: **PROVINCIAL CORDINATOR (6)**

Purpose	<ul style="list-style-type: none"> • Caritas Zambia, as the secretariat for the Christian Churches Monitoring Group (CCMG), is seeking a dynamic and values-driven 6 Provincial Coordinators to help grow its impact and influence on governance, peacebuilding, and elections in Zambia. • Caritas Zambia is an institution of the Zambia Conference of Catholic Bishops (ZCCB) dedicated to promoting the Social Ministry of the Catholic Church. Caritas Zambia is an evidence-based advocacy organization with a mandate of fostering and upholding human dignity by promoting integral human development through research, advocacy, monitoring and participation in the formulation of economic and social policies. 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) and the Zambia Conference of Catholic Bishops (ZCCB).
Location	<ul style="list-style-type: none"> • Lusaka, Zambia
Duties and Responsibilities	<ol style="list-style-type: none"> a. Under the direction of the CCMG Project Coordinator, conduct recruitment, training and deployment of supervisors and observers in the assigned provinces for the purpose of conducting voter registration observation, by-election and general election monitoring, boundary delimitation observation and other electoral process monitoring activities as may be determined. b. Maintain the provincial database for supervisors and observers, including maintaining a database of all CCMG Local Steering Committees in all the provinces c. Assist in the preparation of training material including packing and dissemination of observer training and observation material in assigned region. d. Oversee activities in assigned provinces and be the first line of contact with personnel from the assigned provinces. e. Under the direction and preparation of the Project Coordinator, conduct training for supervisors and observers for the better carrying out of observation activities. f. Manage the supervisors and observers in the assigned provinces and ensure the accreditation and deployment of observers for electoral process observation. g. Assist in the drafting and production of periodic and project reports, including after activity reports. h. Scan news outlets for information relevant to the Political Violence and other electoral related issues as assigned i. Data entry in the Political Violence and Space Tracker as assigned

	<ul style="list-style-type: none"> j. Collaborate with communication officer and social media analysts for purposes of creating communication and social media content k. Lead in data management for assigned province using designated ICT tools. l. Any other duties that might be assigned to you by the supervisor or the Program Director from time to time.
Competencies	<ul style="list-style-type: none"> • A mature candidate with experience in electoral and governance processes, with experience in observation/monitoring of elections an added advantage. • Experienced and knowledgeable in political, economic and social analysis. • Balanced mind and acquainted with the church's social, economic and political engagement. • A keen appreciation of quality and standards with ability to take responsibility for delivering quality results despite challenges. • Excellent writing skills with the ability to synthesize, understand and communicate complex issues effectively and in a timely fashion. • Strong computer skills including Microsoft Office, Google Docs and sheets, and social media. • Quick learner.
Education and Qualifications	<ul style="list-style-type: none"> • Undergraduate degree in social sciences or equivalent • Master degree will be an added advantage
To apply	<ul style="list-style-type: none"> • A thought through cover letter that includes why you are interested in this position at this point in your career • CV • One page statement on how you will maintain a positive, values-based organizational culture. • SEND DETAILS TO: SEND DETAILS TO Hrcathsec@gmail.com and copy info@ccmgzambia.org and edmond@caritaszambia.org • <u>Deadline : 26TH September 2025, 17:00hrs</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>