



## JOB ADVERTISEMENT



Job Position	Deputy Manager
Project	Christian Churches Monitoring Group
Line Manager	Project Manager
Work Place	Caritas Zambia (Lusaka)

### 1. INTRODUCTION

Caritas Zambia, as the secretariat for the Christian Churches Monitoring Group (CCMG), is seeking a dynamic and values-driven Deputy Manager to help grow its impact and influence on governance, peace building, 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), Jesuit Centre for Theological Reflection (JCTR) and the Zambia Conference of Catholic Bishops (ZCCB).

## **2. ROLES AND RESPONSIBILITIES**

### **Strategic Management and Leadership**

- In collaboration with the CCMG Manager, the Deputy Manager will be responsible for the strategic directions of CCMG.
- With the CCMG Manager, serve as a main point of contact for funders and other stakeholders.
- Support management of the organization's strategic plan, budget and fundraising strategy.
- Supervise and mentor senior staff to ensure quality and timely work and accountability.
- Ensure the operationalization and adherence to all CCMG policies and procedures.
- Create a supportive environment that fosters personal responsibility and commitment to CCMG goals and values.

### **Coordination - Operational Management**

- Oversee management of contracts, procurement, and operations.
- Support and provide oversight to the team in all program planning, budgeting, implementation, documentation and monitoring.
- Ensure timely, accurate and quality financial and narrative reporting compliance with donors.
- Support the development/implementation of efficient and functioning operation systems of CCMG.
- Foster intra-department and inter CSO linkages, communication, and synergies with CCMG.
- Implement and foster adherence to the established ZCCB policies, regulations, guidelines and procedures and strengthen transparent governance.
- Contribute effectively to the overall strategic visioning, conceptual development, planning and monitoring of CCMG's work.
- Coordinate the work of constituent members of the CCMG in election observation.
- Support the work under the Caritas Zambia Executive Director to support the CCMG Steering Committee.
- Collaborate with relevant government ministries on matters that require constitution and other legal reforms.

## **3. EXPERIENCE, KNOWLEDGE, AND SKILLS**

- 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.
- Strong analytical and conceptual skills with the ability to see both the big picture as well as micro issues.
- 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 and social media
- Quick learner
- Undergraduate degree in social sciences or equivalent

- Master degree will be an added advantage

- Please send the CV, the cover letter that includes why you are interested in this position at this point in your career
- One page statement on how you will maintain a positive, values-based organizational culture.

SEND DETAILS TO: [caritaszambiazec@gmail.com](mailto:caritaszambiazec@gmail.com) and copy [edmondkanga@outlook.com](mailto:edmondkanga@outlook.com)

Deadline : 6<sup>th</sup> January 2022