

Catholic Secretariat

Of the

Zambia Episcopal Conference

The Catholic Secretariat is inviting applications from suitably qualified, innovative and dynamic practicing and committed Catholic, to take up the position of Programme Officer- Sexual and Gender Based Violence[SGBV]

1.0 Job Title: Programme Officer

The Programme Officer will be under the direct supervision of National Pastoral Coordinator, Catholic Secretariat.

2.0 Job purpose: To increase SGBV access and use of comprehensive support services in Luapula Province

3.0 Academic Qualifications

University Degree in Social Science or related field.

4.0 Professional Qualifications

- 4.1 Knowledge in Gender Programmes and Project Management .
- 4.2 Facilitative skills and motivated in Gender and women Rights
- 4.3 Monitoring and Evaluation skills.

5.0 Work Experience

5.1 At least 1 year relevant experience in Reputable Organisation at Project Management Level including Project design, preferably in SGBV and social development Experience in research, design and delivery of the Training programme and Materials.

5.2 Evident interest in Gender development issues and experience including interaction with Government Officials and Social Partners in Zambia will be an added advantage.

6.0 Key Responsibilities

- 6.1 Prepare timely reports as per requirements.
- 6.2 To prepare Project proposals;(Resource Mobilization)
- 6.3 To effectively identify, Lobby and Advocate on SGBV issues.
- 6.4 Ensuring that the relevant systems and process are adhered to in order to manage these areas.

7.0 Key Experience and Skills and Competence Requirements

•Good Analytical, Advocacy, lobbying and communication skills.

- Computer capacities in Excel, PowerPoint and Ability to use Microsoft Project.

8.0 Terms and Conditions of service

- 8.1** This appointment of **Programme Officer – Sexual and Gender Based Violence** shall be on an initial 12months contract with possibility of a new contract
- 8.2** A competitive remuneration package commensurate with the advertised position will be offered.

Apply by 30th April, 2021 to:

The Human Resource Officer
Catholic Secretariat
Zambia Episcopal Conference
P.O Box 31965
Lusaka

N.B:

- All attached Professional and Education copies must be certified
 - Application Letters can also be delivered in person at the Catholic Secretariat offices/Kapingila House in Kabulonga-Lusaka OR drop at Kapingila Guest House.
 - Letter of recommendation from the Parish Priest will be highly appreciated.
 - Only suitably qualified persons need apply.
 - Successful candidates will be shortlisted and contacted for an interview.
-