



The National Assembly of Zambia, on behalf of the SADC Parliamentary Forum, invites applications from suitably qualified and experienced SADC citizens to fill the position below:

PROGRAMME MANAGER AND COMMITTEE SECRETARY: HUMAN AND SOCIAL DEVELOPMENT AND SPECIAL PROGRAMMES (HSDSP) AND GENDER EQUALITY, WOMEN ADVANCEMENT, AND YOUTH DEVELOPMENT (GEWAYD)

a) *Job Purpose*

The Programme Manager will assist the Secretary General by implementing thematic programmes pertaining to Human and Social Development and Special Programmes (HSDSP) and Gender Equality, Women Advancement and Youth Development (GEWAYD). The Programme Manager will also assist to conduct project design and resource mobilization as well as carry out Project Grant Management and Monitoring and Evaluation. In addition, the Programme Manager will assist Parliamentarians (MPs) of the relevant Standing Committees to interface with such Programmes in the furtherance of Regional Integration. Furthermore, the Programme Manager will tender procedural advice to Standing Committees and other organs of the forum, during and between Plenary Assembly Sessions, and act as Secretary to Committees. In this capacity, the Programme Manager will support and service MPs in their different roles and functions at the level of the forum. Moreover, the Programme Manager will contribute to the dynamic development and implementation of the corporate strategy of the forum, including heightening innovation through research and analytical skills.

b) *Duties and Responsibilities*

- (i) Strategic Planning, Programming and Management;
- (ii) Resource Mobilisation, Grant Compliance and Reporting;
- (iii) Provision of procedural and technical advice and support to Standing Committee on Gender Equality, Women Advancement & Youth Development (GEWAYD);
- (iv) Liaison with Civil Society Organisations (CSOs), regional and international partners, and other inter-parliamentary entities in view of collaborating with the forum on matters of mutual interest;
- (v) Liaison with national parliaments on SADC- PF matters which relate to programmes or committees; and
- (vi) Design and facilitation of the capacity enhancement of Members of Parliament in the thematic areas pertaining to the programmes under the Manager's charge.

c) *QUALIFICATIONS AND EXPERIENCE*

i. Academic Requirements

A Master's Degree in social sciences, humanities or any relevant field from a recognised institution.

ii. Experience

- (a) Experience in programme/project coordination, management and networks\ partnerships building would be desirable; and
- (b) At least five (5) years' work experience in Programme Management and Parliamentary Committee servicing in a public sector, regional organisation or other such institutions.

iii. Competency Requirements

- (a) Capable of maintaining quality whilst working under pressure and adhering to deadlines;
- (b) Conceptual and practical thinking, results and performance driven;
- (c) Methodological and organised, and able to look at the big picture without losing the attention to details;
- (d) Politically savvy i.e. identify internal and external politics that impact the SADC PF Secretariat's work, and act accordingly;
- (e) Professionalism and adherence to good work ethics;
- (f) Resilience and personal drive, self-motivation; and
- (g) Visionary, thinks and acts strategically.

Applications, with detailed curriculum vitae, clearly indicating three (3) traceable referees, including their contact details, must be submitted through the National Assembly of Zambia at the following address:

The Hon. Mr Speaker
National Assembly
Parliament Buildings
P. O. Box 31299
LUSAKA

The closing date of receipt of applications is Thursday, 20th February, 2020.

NOTE:

1. The vacancies are open to SADC citizens only.
2. Only short-listed candidates will be contacted.