

JOB VACANCY

New Apostolic Church Relief Organization (NACRO)- a faith based organization is a social and development arm of the New Apostolic Church. The Organisation was established in 2002 to provide high quality demand driven social and economic services that impacts positively on the lives of the vulnerable communities and provides capacity building that results in stronger resilience and improved livelihoods in Malawi, Zambia and Zimbabwe.

NACRO is inviting applications for the position of Executive Director to be based in Lusaka, Zambia:

1. Executive Director

(a) Duties and Responsibilities

Under the supervision of the Board Chairperson, the Executive Director is responsible for planning, directing and co-ordination all functions of NACRO in Zambia, Malawi and Zimbabwe as stipulated in the statutes of the organization

Major duties and responsibilities include:

- Leads the formulation, development and implementation of a strategic plan to achieve the overall objectives of NACRO;
- Facilitates the development of the Organisational annual work plans and budgets in line with the organization objectives;
- Facilitates the development of policies aimed at enhancing operations of NACRO and ensuring compliance;
- Builds and fosters high value linkages with stakeholders in order to create opportunities for resource mobilization;
- Facilitates audits of programs and activities as per set targets and standards to contribute to achievement of NACRO strategic objectives.
- Serves as the chief spokesperson for NACRO, ensuring proper representation of NACRO to the public;
- Serves as Secretary to Board of NACRO;
- Facilitates Board and committee meetings as per requirement of the Constitution of the organization
- Helps the Board articulate its role and accountabilities and that of its Committees and individual members.
- Produces annual, bi-annual, quarterly and monthly reports and other reports as required by the board.
- Coordinates activities and operations of functional heads including Country Programme Coordination, Financial

Management, Administration, Internal Audit, Public Relations, Human Resources etc.

- Exercises general supervision over NACRO and generally responsible for maintaining and promoting the efficiency and good order of NACRO.
- Ensures that NACRO recruits and retains high caliber staff.
- Ensures compliance with the legal requirements, statutes and regulations.

(b) Qualifications

- 5 "O" levels School Certificate
- Bachelor's Degree in Social Sciences
- Certificate of proficiency in Project Management
- Master's Degree in Business Management or related field

(C) RELEVANT JOB EXPERIENCE:

Seven (7) years of experience in NGO or related Sector, 4 years of which must be at senior management level

Skills and Competencies

Strong Leadership and Strategic Thinking
Leadership: ability to provide visionary leadership

- Practicing Christian: strong Christian values, mature and self-motivated
- Analytical, communication and interpretation skills
- Very Good Presentation skill
- Project Management and Financial Management
- Budget management
- Excellent oral, written and report writing skills
- Extensive skills in Monitoring and evaluation of projects
- High Level skills in proposal writing and resource mobilization
- People management and team building
- Effective stakeholder engagement
- Demonstrable Knowledge of the New Apostolic Church doctrine will be an added advantage.

NACRO

New Apostolic Church Relief Organization

- Highly competent in Advocacy, conflict resolution and decision making
- Computer literacy
- Holder of clean driving license

(d) Mode of application

Those interested and meet the requirements should submit their applications comprising of a cover letter, detailed curriculum vitae with three traceable referees, and all copies of relevant certificates to info@nacroznmz.com **not later than** January 28, 2024:

(Only soft copies will be considered)

The application should be addressed to the

The Board Chairperson

NACRO Head Office

Plot 109A, Marrapodi Villa

P. O. Box 32297

Email: info@nacroznmz.com

Lusaka, Zambia.

www.nacroznmz.com

Please note that only shortlisted candidates will be contacted.