

JOB VACANCY

New Apostolic Church Relief Organization (NACRO) a faith based organization is a social and development arm of the New Apostolic Church. The FBO 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 in Zambia is inviting applications for the position of Program Coordinator to be based in Western Province with travel to other NACRO offices:

1. Programme Coordinator

(a) Duties and Responsibilities

Under the general supervision of the Executive Director, the Programme Coordinator is responsible for the execution of NACRO programmes/projects in accordance with the strategic and annual operational plans. She/He will work with Programme Manager to grow the Zambian NACRO program. Major duties and responsibilities include:

- Participate and taking lead in resource mobilisation
- Planning, implementing, monitoring and evaluation of project activities
- Participate in the development of strategic plans, annual work plans, projects action plans, and detailed implementation plans of projects
- Management of project budgets in close collaboration with the programme management team and finance department
- Preparing timely project narrative reports in line with project contract requirements
- Conducting studies, surveys, or research to collect data for project development or assessment of progress
- Work with and build the NACRO grassroots structures
- Other relevant duties assigned to him/her

(b) Requirements

- Social sciences degree such as development studies, sociology, or degree in any related field
- Post graduate in related field will be an added advantage

- Experience and demonstrated success in fundraising and maintaining good relationships with donors a must
- Demonstrated skills in project proposal development, project management and monitoring
- A certificate or training in monitoring and evaluation or project management required

(c) Skills and Competences

- Demonstrate good Christian values
- Analyze and interpret relevant policies, Government programmes and regulations in relations to the work of NACRO
- Excellent analytical, oral and written communication skills and report writing
- Interact and communicate effectively to stakeholders
- Use ICT for program management and communication (computer literacy a must)
- Develop communication materials
- Self-motivated and team player
- 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@nacrozmb.com **not later than March 22, 2022:** (Only soft copies will be considered)

The application should be addressed to the

Executive Director
NACRO Head Office
Plot 109A, Marrapodi Villa
P. O. Box 32297
Email: info@nacrozmb.com/ed@nacrozmb.com
Lusaka, Zambia.

NACRO is an equal opportunity employer. Only shortlisted candidates will be contacted.