



REPUBLIC OF ZAMBIA

MINISTRY OF NATIONAL DEVELOPMENT PLANNING

**A CALL FOR APPLICATIONS TO FILL VACANCIES AT THE ZAMBIA INTEGRATED FOREST LANDSCAPE PROJECT**

The Government of the Republic of Zambia with the support of the World Bank is implementing the Zambia Integrated Forest Landscape Project (ZIFLP) in Eastern province. The Project Development Objective (PDO) is "to improve landscape management and increase environmental and economic benefits for targeted rural communities in the Eastern Province and to improve the Zambia's capacity to respond promptly and effectively to an Eligible Crisis or Emergency".

The project aims to provide support to rural communities in Eastern Province to allow them to better manage the resources of their landscapes so as to reduce deforestation and unsustainable agricultural expansion; enhance benefits they receive from forestry, agriculture and wildlife; and reduce their vulnerability to climate change. The project intends to also ensure that enabling conditions are in place for these changes to happen. Simultaneously, the project will create the enabling environment for carbon emission reduction purchases to be made in a subsequent project. The ZIFLP's key beneficiaries are poor communities of the Eastern province.

The Ministry of National Development Planning now invites applications from suitably qualified candidates to fill the following vacancies in Lusaka and Chipata:

**1. PROJECT ACCOUNTANT [Two Positions: LUSAKA (1) and CHIPATA (1)]**

**A. THE OBJECTIVE OF THE ASSIGNMENT**

The Project Accountant will be responsible for supporting the Project in deploying project resources with due attention to economy, efficiency and effectiveness.

**B. MAIN DUTIES OR ACCOUNTABILITIES**

- » To facilitate preparation of timely and reliable financial reports as specified in the financial guidelines of the project;
- » To consolidate the Project financial reports;
- » To monitor Financial compliance and control expenditure vis-à-vis budget ceilings in financial operations of the Zambia Integrated Forest Landscape Programme;
- » To facilitate timely preparation and submission of withdraw applications for disbursement of funds from the donors to the project Designated account;
- » To review implementing partners budgets and facilitate processing of funding request to the Project Implementing Units, and other beneficiaries;
- » To actively participates in the preparation and consolidation of budgets and annual work plans for the project;
- » Consolidate annual financial statements for audit and ensure that audited financial statements are prepared on time;
- » To prepare and process accounting documents for payments and receipts;
- » To ensure project transactions are appropriately entered and updated in the financial management system;
- » To organize and conduct workshops and trainings to sensitize staff on the adherence to fiduciary standards in managing project finances; and
- » To undertake any other duties as may be assigned by the National Project Manager

**C. QUALIFICATIONS AND EXPERIENCE**

- » Bachelor's Degree in Accounting, full Association of Chartered Certified Accountants (ACCA), or Chartered Institute Management Accountants (CIMA) or Zambia Institute of Chartered Accountants (ZICA) professional or any other related accounting professional qualification;
- » Proof of a full Grade 12 Certificate or its equivalent;
- » Member of the Zambia Institute of Chartered Accountants (ZICA)
- » Five (5) years' experience in Finance and Financial Reporting (FFR), experience working in a Donor-funded organization will be an added advantage;
- » Knowledge of the World Bank financial management and disbursement guidelines will be a very strong advantage;
- » Excellent computer skills and be conversant in using accounting packages such as Pastel, SUN System, NAVISION, QuickBooks or similar Software;
- » Self-starter and ability to work independently, pay careful attention to detail and manage multiple tasks in a fast-paced environment; and
- » Should have good communication skills and fluency in English.

**D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months.

**2. PROCUREMENT OFFICER [Two Positions: LUSAKA (1) and CHIPATA (1)]**

**A. THE OBJECTIVE OF THE ASSIGNMENT**

The Procurement Officer will be responsible for the procurement of goods, works and services under the direct executing responsibility of the Provincial Administration in accordance with the Government of the Republic of Zambia and World Bank procedures.

**B. MAIN DUTIES OR ACCOUNTABILITIES**

- » Prepare and implement procurement plans and tracking mechanisms for the project;
- » Take the lead and guide project staff in the selection of consultants by preparing expressions of interest, and managing the related Request For Proposals processes, and in evaluation processes;
- » Facilitate negotiations associated with contractual engagements of individuals and firms;
- » Monitor and report on timely execution of all procurement and contracts;
- » Implement procurement activities of the project, based on approved procurement plan;
- » Act as Liaison on procurement activities with the Provincial Project Unit, the National Project Unit and the National Project Implementation Unit - Procurement Manager to ensure compliance of all expected procurement guidelines for both the World Bank and Government;
- » Develop, update and ensure implementation of the Procurement Manual;
- » Provide procurement advisory services at all levels of project implementation; and
- » Undertake any other duties as may be assigned by the Supervisor.

**C. QUALIFICATIONS AND EXPERIENCE**

- » Minimum education of a Bachelor's degree in a relevant discipline (such as, Procurement, Business Administration, Supply Chain Management, and any other management related field);

- » Professional qualification in a Procurement related field such as the Chartered Institute of Purchasing and Supply (MCIPS);
- » Must be a member of a recognized professional body such as the Zambia Institute of Purchasing and Supply (ZIPS), and possess a valid/current practicing certificate;
- » Minimum of three (03) years post qualification working experience in Procurement and management position.
- » Experience in donor funded projects, in particular World-Bank funded projects, is desirable or a definite advantage;
- » Good communication skills;
- » Computer literate with skills in at Excel, Word, Power point, Microsoft Office; and
- » Ability to be a good team player, self-starter, has ability to work under minimum supervision and maintain good relationships

**D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months.

**3. INTERNAL AUDITOR [Two Positions: LUSAKA (1) and CHIPATA (1)]**

**A. THE OBJECTIVE OF THE ASSIGNMENT**

The Internal Auditor will provide assurance management on the successful delivery of institutional compliance and risk management. This will be achieved through risk management, internal control systems and processes and business continuity management.

**B. MAIN DUTIES OR ACCOUNTABILITIES**

- » Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures;
- » Advise management on the resource requirements for the Internal Audit function;
- » Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures;
- » Liaise with the external auditor on internal control issues;
- » Design internal audit procedures and work programs;
- » Assist the development of an internal control culture, including training to staff;
- » Develop risk-based annual audit plans detailing the scope, nature and timing of audit activities;
- » Identify key areas of risk within the organization and propose appropriate controls to mitigate the risks;
- » Monitor the timely implementation of the management actions recommended in the audit reports;
- » Monitor the trends and developments in the internal audit area;
- » Conduct ad-hoc investigations and reviews as requested by Senior Management;
- » Provide Senior management with an opinion on the adequacy, effectiveness and efficiency of the internal controls in the Project;
- » Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management;
- » Discuss audit findings and recommendations with line managers and report significant issues;
- » Prepare and submit work plans and budgets for the audit unit in order to effectively implement audit activities;
- » Prepare audit reports in line with the approved audit plan; and
- » Ensures timely preparation of reports in order to facilitate knowledge management, sharing and decision making to Senior management.

**C. QUALIFICATIONS AND EXPERIENCE**

- » A holder of a Bachelor's Degree in Accounting, ZICA Professional, ACCA, CIMA.
- » At least 3 years' experience in auditing donor funded projects;
- » Be a member of Zambia Institute of Chartered Accountants (ZICA)
- » Public Sector experience and knowledge of the World Bank procurement guidelines will be added advantage;
- » Excellent organisational skills;
- » Excellent computer skills with working knowledge of an ERP Software;
- » Ability to work independently, pay careful attention to detail and manage multiple tasks in a fast-paced environment; and
- » Fluency in English and have excellent inter-communication skills.

**D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months.

**4. ENVIRONMENTAL AND SOCIAL INCLUSION OFFICER [One Position in LUSAKA]**

**A. THE OBJECTIVE OF THE ASSIGNMENT**

To implement the environmental and social safeguards of the programme in accordance with World Bank (WB) safeguard policies and standards including Environmental Health and Safety Guidelines as well as national laws and policy and give guidance and advice to the implementing agencies and local communities on environmental and social project related matters.

**B. MAIN DUTIES OR ACCOUNTABILITIES**

- » To implement the Environmental and Social Management Framework and the Process Framework and Resettlement Policy Framework in accordance with WB safeguard policies and guidelines including:
  - i. To undertake due diligence on sub-grant proposals to ensure compliance with Environmental and Social Management Framework, Process Framework and the Resettlement Policy Framework guidelines including field visits as necessary;
  - ii. To liaise with other project officials including in the PIU to ensure environmental and social safeguard policies as well as health and safety standards are observed throughout the project;
  - iii. To oversee and coordinate with the project Environment and Social Inclusion Officers at the Eastern Province level to ensure that the project observes WB safeguard policies and guidelines;
  - iv. Support and ensure implementation of the Lukusuzi Resettlement Action Plan for Eastern Province, in coordination with all relevant agencies/departments;
- » Support the Project Manager (NPIU), in the review of project (current or future) Environmental and Social Management Plans and Resettlement Action Plans, and; livelihoods support plans;
- » In liaison with the Environmental and Social Safeguards Officer at the PPIU, support the community facilitators in the identification and appraisal of sub-projects and ensure the use of the environmental and social screening checklist of sub-projects for inclusion into the overall state project design;
- » Monitoring the implementation of relevant mitigation measures and assess their adequacy in addressing identified environmental and social issues;
- » Support and guide the preparation of local land-use plans and community natural resource action plans in collaboration with the Planning, Monitoring and Evaluation Officer;
- » Ensure the development of a gender strategy for the project, including overseeing the effective implementation of the strategy;
- » Responsible for the overall monitoring and mitigation of environmental and social measures and the impacts of the ZIFL Project during implementation, in coordination with the Provincial social and environmental staff;

- » Support communities in ensuring sustainable management of natural resources in collaboration with Provincial social and environmental staff;
- » Liaison with relevant local authorities, local chiefs, relevant Provincial Government representatives on the implementation of environmental and social safeguards of the project;
- » Ensure participation of local communities, including the disadvantaged, in local development agenda in collaboration with the Planning, Monitoring and Evaluation Officer;
- » To prepare reports including information on relevant environmental and social conflict characteristics in project implementation; and
- » To guide the preparation of the Strategic Environmental and Social Assessment including overseeing the consultant preparing it and ensuring quality of the final documents, consultations, etc. and its implementation for project activities as necessary.

**C. QUALIFICATIONS AND EXPERIENCE**

- » An Advanced university degree (Masters or higher) in Social Sciences/, Environmental Management, or other relevant development studies.
- » In possession of a full Grade 12 Certificate or its equivalent;
- » Minimum of 8 years of experience as a Social and Environmental Specialist.
- » Minimum of 3 years' experience in community-based project and use of participatory approaches
- » Experience in successfully applying environmental and social standards to both high and low risk projects, with minimal supervision, covering issues of involuntary resettlement, vulnerable communities, labor, community health and stakeholder engagement etc.
- » Extensive experience conducting social development consultative and participatory approaches with ability to coach others in the application of the interventions.
- » Minimum of 5 years working in the Zambian context and demonstrated understanding of Zambian environmental and socially related laws and regulations. Preferably in the field of protected areas including parks and forests.
- » Demonstrated experience working with donor/cooperating partners' supported projects;
- » Demonstrated understanding of World Bank safeguard policies and government environmental and social frameworks is required;
- » Knowledge of government working environment is an added advantage;
- » Good communication and writing skills;
- » Computer literate with skills in Excel, Word, Power point, and
- » Ability to be a good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.

**D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months.

**5. PLANNING, MONITORING AND EVALUATION OFFICER [One Position in LUSAKA]**

**A. THE OBJECTIVE OF THE ASSIGNMENT**

The Planning, Monitoring and Evaluation Officer will be responsible for overall Project planning, monitoring and evaluation activities in the project implementation areas under the supervision of the National Project Manager at the NPIU level.

**B. MAIN DUTIES OR ACCOUNTABILITIES**

- " » Lead the development of tools to collect data on project activities and performance;
- " » Train project staff and relevant stakeholders in the use of Participatory Monitoring and Reporting tools;
- " » Facilitate review of progress and development of actions to address variance between planned and actual results;
- " » Undertake periodic on-site monitoring and desk review of sub-projects under implementation and formulation respectively in order to provide timely feedback for decision-making;
- » Support district and community facilitators in conducting gender-sensitive climate risk assessment to inform planning at district and community level;
- » Support districts and community facilitators in undertaking monitoring of implementation of sub projects;
- » In liaison with the Project Managers (national and provincial level), provide technical input to capacity building in data collection including data quality assurance at district and community level;
- » Collate information on project performance at all levels of implementation and regularly document lessons learnt on various interventions of the project;
- » Management of the project's grievance mechanism database;
- » Develop, in collaboration with the National Implementation Unit, a field monitoring plan and reporting framework for key project indicators as maybe required in the Project Results Framework;
- » Coordinate and initiate the timely preparation of annual work plans and budgets in collaboration with the Project Managers;
- » Organize in collaboration with the National Project Manager critical reflection events for the relevant Project staff, Provincial and District Teams, and key stakeholders, including Community Facilitators to assess the level and quality of project implementation and document feedback to inform future project reviews;
- » Identify in collaboration with the Planning, Monitoring and Evaluation Officer at the Province, capacity gaps in the District Teams and Community Facilitators and organize relevant capacity building interventions in order to remedy identified gaps;
- » Undertake or support relevant studies and surveys and any other duties as may be required by the National Implementation Unit and the PPIU;
- » The Officer will collaborate closely with the Ministry of National Development Planning, Development Planning and Monitoring and Evaluation Departments as well as the M and E Officer based in Chipata; and
- » Produce timely Monthly, Quarterly and Annual progress reports on the overall Project.

**C. QUALIFICATIONS AND EXPERIENCE**

- » Bachelor's Degree in Development Economics, Economics, Urban and Regional Planning, Statistics, Demography or any other relevant degree;
- » A relevant post graduate degree will be an added advantage;
- » Proof of a Full Grade 12 Certificate;
- » Minimum of (5) five years' experience in Planning, Monitoring and Evaluation of projects;
- » Proven track record in managing and/or leading investigative teams;
- » Proven experience of field data collection;
- » Excellent writing skills;
- » Excellent Presentation Skills;
- » Proof of either qualification or experience in the use of standard computer software applications for planning and statistical analysis such as STATA and or SPSS or E-Views or MS Project;
- » Must be computer literate with skills in Microsoft Excel, Word and Power point;
- » Must be fluent in English;
- » Should demonstrate previous experience of working with and in multi-cultural and multi-disciplinary teams;

- » Good understanding of government and donor/cooperating partners' working environments; and
- » Should be a self-starter and possess ability to work under minimum supervision, manage frequent field travel and meet deadlines.

**D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months

**6. COMMUNICATIONS OFFICER [One Position in LUSAKA]**

**A. THE OBJECTIVE OF THE ASSIGNMENT**

The Communications Officer shall support and maintain internal and external communications with project collaborators and implementing agencies. S/he will develop a comprehensive Communication Strategy for the project in consultation with all relevant stakeholders, implement and monitor the strategy and document best practice examples from the project. S/he shall ensure full coherence and alignment of the communication strategy with the project document and the World Bank Project Appraisal Document (PAD). S/he shall provide technical advice and support to the ZIFL Project in planning and developing relevant information and communication products.

**B. MAIN DUTIES OR ACCOUNTABILITIES**

- » Develop, implement and evaluate a comprehensive Communication strategy and provide support for publicity, monitoring and evaluation.
- » Provide media relations for the project by developing an active media database and contact list;
- » Oversee the design of the website and developing content of the website, while ensuring that the content is regularly updated, promoted and remains relevant.
- » Develop and organize publication activities to explain the emission reduction payment Phase of the project by producing communication materials, flyers, videos, information briefs, posters, aimed at informing project beneficiaries and stakeholders the project objectives
- » To Link ZIFLP communication activities to other national, regional and international activities, networks and partners.
- » Support organization of project events during implementation on local and national level to achieve better Programme understanding, recognition and visibility;
- » Draft press releases, statements, news summaries and ensure print and electronic media coverage for the events related to the ZIFLP at national, regional and international level are documented, filled and also shared with management.
- » Proactively identify media opportunities in close liaison with various stakeholders and partners on the Project,
- » Plan and implement media and other communication events including press releases, report launches, ad-hoc briefings, public information events, interviews, lectures/talk and press conferences.
- » Create a photobank of project photographs that are of high resolution.
- » Develop simple communication tools that will communicate the project in simple terms to stakeholders.
- » Develop as well as maintain databases of stakeholders and partners in the field of information and communication media.
- » Initiate and implement communication activities in the Project annual plans.
- » Help organize visits for journalists, NGOs, and community groups in order to best disseminate information on the ZIFL Project and initiatives;
- » Assist with the development of partnerships with networks of civil society that influence and impact on climate change
- » Reach out proactively to private sector, CSO, Cooperating partners and communities and maintain active communication and dialogue between them and the Project;
- » And any other responsibilities as determined by the National Project Manager.

**C. QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Bachelor's Degree in Mass Communication, Information Communication Technology or related field;
- » No less than 3 years' working experience in similar field;
- » Good Communication and Report Writing Skills;
- » Computer literate with skills in Microsoft Excel, Word and Power point;
- » Familiar with Web design and database Management;
- » Possesses high initiative and observes confidentiality;
- » Experience in donor funded projects, in particular World-Bank funded projects, would be an advantage; and
- » Ability to work under minimum supervision, good team player, self-starter and maintain good relationships.

**D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months.

**7. ENVIRONMENTAL AND SOCIAL INCLUSION OFFICER [One Position in CHIPATA]**

**A. THE OBJECTIVE OF THE ASSIGNMENT**

To implement the environmental and social safeguards of the programme in accordance with World Bank (WB) safeguard policies and standards including Environmental Health and Safety Guidelines as well as national laws and policy and give guidance and advice to the implementing agencies and local communities on environmental and social project related matters.

**B. MAIN DUTIES OR ACCOUNTABILITIES**

- » To implement the Environmental and Social Management Framework and the Process Framework and Resettlement Policy Framework in accordance with WB safeguard policies and guidelines including:
  - i. To undertake due diligence on sub-grant proposals to ensure compliance with Environmental and Social Management Framework, Process Framework and the Resettlement Policy Framework guidelines including field visits as necessary;
  - ii. To liaise with other project officials including in the NPIU to ensure environmental and social safeguard policies as well as health and safety standards are observed throughout the project;
  - iii. To coordinate with the project Environment and Social Inclusion Officer at the National Project Implementation Unit to ensure that the project observes WB safeguard policies and guidelines;
  - iv. Support and ensure implementation of the Lukusuzi Resettlement Action Plan for Eastern Province, in coordination with all relevant agencies/departments;
- » Support the Project Manager (PIU), in the review of project (current or future) Environmental and Social Management Plans and Resettlement Action Plans, and; livelihoods support plans;
- » In liaison with the Environmental and Social Safeguards Officer at the NPIU, support the community facilitators in the identification and appraisal of sub-projects and ensure the use of the environmental and social screening checklist of sub-projects for inclusion into the overall state project design;
- » Monitoring the implementation of relevant mitigation measures and assess their adequacy in addressing identified environmental and social issues;
- » Support and guide the preparation of local land-use plans and community natural resource action plans in collaboration with the Planning, Monitoring and Evaluation Officer;

- » Working with the National level Environmental staff, ensure the development of a gender strategy for the project, including overseeing the effective implementation of the strategy;
- » In collaboration with the environmental and social staff, ensure that the overall monitoring and mitigation of environmental and social measures and the impacts of the ZIFL Project during implementation.
- » Support communities in ensuring sustainable management of natural resources in collaboration with social and environmental staff at all levels;
- » Liaison with relevant local authorities, local chiefs, relevant Provincial Government representatives on the implementation of environmental and social safeguards of the project;
- » Ensure participation of local communities, including the disadvantaged, in local development agenda in collaboration with the Planning, Monitoring and Evaluation Officer;
- » To prepare reports including information on relevant environmental and social conflict characteristics in project implementation; and
- » To assist in guiding the preparation of the Strategic Environmental and Social Assessment and supporting the National environmental and social staff in ensuring quality of the final documents, consultations, etc. and its implementation for project activities as necessary.

#### C. QUALIFICATIONS AND EXPERIENCE

- » An Advanced university degree (Masters or higher) in Social Sciences/, Environmental Management, or other relevant development studies.
  - » In possession of a full Grade 12 Certificate or its equivalent;
  - » Minimum of 4 years of experience as a Social and Environmental Officer.
  - » Minimum of 3 years' experience in community-based project and use of participatory approaches
- Experience in successfully applying environmental and social standards to both high and low risk projects, with minimal supervision, covering issues of involuntary resettlement, vulnerable communities, labor, community health and stakeholder engagement etc.
- » Extensive experience conducting social development consultative and participatory approaches with ability to coach others in the application of the interventions.
  - » Minimum of 3 years working in the Zambian context and demonstrated understanding of Zambian environmental and socially related laws and regulations. Preferably in the field of protected areas including parks and forests.
  - » Demonstrated experience working with donor/cooperating partners' supported projects;
  - » Demonstrated understanding of World Bank safeguard policies and government environmental and social frameworks is required;
  - » Knowledge of government working environment is an added advantage;
  - » Good communication and writing skills;
  - » Computer literate with skills in Excel, Word, Power point, and
  - » Ability to be a good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.

#### D. DURATION OF THE ASSIGNMENT

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months.

#### 8. PLANNING, MONITORING AND EVALUATION OFFICER [One Position in CHIPATA]

##### A. THE OBJECTIVE OF THE ASSIGNMENT

The Planning, Monitoring and Evaluation Officer will be responsible for all monitoring and evaluation activities in the project implementation areas under the supervision of the Project Manager at the PIU level in Chipata.

##### B. MAIN DUTIES OR ACCOUNTABILITIES

- » Lead, in consultation with the Planning, Monitoring and Evaluation Officer at NPIU the development of tools to collect data on project activities and performance;
  - » Train project staff and relevant stakeholders in the use of Participatory Monitoring and Reporting tools;
  - » Facilitate review of progress and development of actions to address variance between planned and actual results in the Project area of Eastern Province;
  - » Undertake periodic on-site monitoring and desk review of sub-projects under implementation and formulation respectively in order to provide timely feedback for decision-making;
- Support district and community facilitators in conducting gender-sensitive climate risk assessment to inform planning at district and community level;
- » Support districts and community facilitators in undertaking monitoring of implementation of sub projects;
  - » In liaison with the Project Manager at Provincial level, provide technical input to capacity building in data collection including data quality assurance at district and community level;
  - » Collate information on project performance at all levels of implementation and regularly document lessons learnt on various interventions of the project;
  - » Management of the project's grievance mechanism database;
  - » Develop, in collaboration with the National Implementation Unit, a field monitoring plan and reporting framework for key project indicators as maybe required in the Project Results Framework;
  - » Coordinate and initiate the timely preparation of annual work plans and budgets in collaboration with the Project Manager;
  - » Organize in collaboration with the Planning, Monitoring and Evaluation Officer based at NPIU critical reflection events for the relevant Project staff, Provincial and District Teams, and key stakeholders, including Community Facilitators to assess the level and quality of project implementation and document feedback to inform future project reviews;
  - » Identify Planning, Monitoring and Evaluation capacity gaps in the District Teams and Community Facilitators and organize relevant capacity building interventions in order to recommend remedy to identified gaps;
  - » To collaborate closely with the Planning Subcommittees of the Provincial Development Coordinating Committee (PDCC) at the Provincial level and of the District Development Coordinating Committees (DDCC) in the target districts;
  - » Produce timely Monthly, Quarterly and Annual progress reports on project implementation in Eastern Province; and
  - » Undertake or support relevant studies and surveys and any other duties as may be required by the National Implementation Unit and the Provincial Project Implementation Unit;

#### C. QUALIFICATIONS AND EXPERIENCE

- » Bachelor's Degree in Development Economics, Economics, Urban and Regional Planning, Statistics, Demography or any other relevant degree;
- » A relevant post graduate degree will be an added advantage;
- » Proof of a Full Grade 12 Certificate;
- » Minimum of (5) five years' experience in Planning, Monitoring and Evaluation of projects;
- » Proven track record in managing and/or leading investigative teams;
- » Proven experience of field data collection;

- » Excellent Presentation Skills;
- » Proof of either qualification or experience in the use of standard computer software applications for planning and statistical analysis such as STATA and or SPSS or E-Views or MS Project;
- » Must be computer literate with skills in Microsoft Excel, Word and Power point;
- » Must be fluent in English;
- » Should demonstrate previous experience of working with and in multi-cultural and multi-disciplinary teams;
- » Good understanding of government and donor/cooperating partners' working environments; and
- » Should be a self-starter and possess ability to work under minimum supervision, manage frequent field travel and meet deadlines;

#### D. DURATION OF THE ASSIGNMENT

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months.

#### 9. COMMUNICATIONS OFFICER [One Position in CHIPATA]

##### A. THE OBJECTIVE OF THE ASSIGNMENT

The Communications Officer shall support and maintain internal and external communications with project collaborators and implementing agencies. S/he will develop a comprehensive Communication Strategy for the project in consultation with all relevant stakeholders, implement and monitor the strategy and document best practice examples from the project. S/he shall ensure full coherence and alignment of the communication strategy with the project document and the World Bank Project Appraisal Document (PAD). S/he shall provide technical advice and support to the ZIFL Project in planning and developing relevant information and communication products.

##### B. MAIN DUTIES OR ACCOUNTABILITIES

- » Working in liaison with the National Communications Officer, develop, implement and evaluate a comprehensive Communication strategy and provide support for publicity, monitoring and evaluation.
- » Provide media relations for the project by developing an active media database and contact list
- » Contribute to the design and content of the website, while ensuring that the content is regularly updated, promoted and remains relevant.
- » Draft press releases, statements, news summaries and ensure print and electronic media coverage for the events related to the ZIFL at Provincial and District levels are documented, filled and also shared with the National Communication Officer and management.
- » Proactively identify media opportunities in close liaison with various stakeholders and partners on the Project in Eastern Province;
- » Plan and implement media and other communication events including press releases, report launches, ad-hoc briefings, public information events, interviews, lectures/talk and press conferences in consultation with the Communications Officer at the NPU;
- » Create photobank of project photographs that are of high resolution.
- » Develop simple communication tools that will communicate the project in simple terms to stakeholders.
- » Develop as well as maintain databases of stakeholders and partners in the field of information and communication media.
- » Initiate and implement communication activities in the Project annual plans.
- » Help organize visits for journalists, NGOs, and community groups in order to best disseminate information on the ZIFL Project and initiatives in the Province;
- » Assist with the development of partnerships with networks of civil society that influence and impact on climate change;
- » Reach out proactively to private sector, CSO, Cooperating partners and communities and maintain active communication and dialogue between them and the Project;
- » And any other responsibilities as determined by the Provincial Project Manager.

#### C. QUALIFICATIONS AND EXPERIENCE

- » Minimum of a Bachelor's Degree in Mass Communication, Information Communication Technology or related field;
- » No less than 3 years' working experience in similar field;
- » Good Communication and Report Writing Skills;
- » Computer literate with skills in Microsoft Excel, Word and Power point;
- » Familiar with Web design and database Management;
- » Possesses high initiative and observes confidentiality;
- » Experience in donor funded projects, in particular World-Bank funded projects, would be an advantage; and
- » Ability to work under minimum supervision, good team player, self-starter and maintain good relationships.

#### D. DURATION OF THE ASSIGNMENT

The contract will be for a period of 24 months renewable based on performance evaluation with an initial probation period of 6 months.

#### METHOD OF APPLICATION:

Sealed application letters with current curriculum vitae (CV), traceable referees and copies of academic/professional qualifications must reach the undersigned not later than **Monday 13th November 2017**.

**Head Procurement  
For/ Permanent Secretary - DPA  
Ministry of National Development Planning  
Fairley Road  
Ridgeway  
LUSAKA**

Alternatively send your application with all relevant information by email to: [info@znccs.org.zm](mailto:info@znccs.org.zm)

The outer envelope must be clearly marked "**Call for Applications on the Zambia Integrated Forest Landscape Project (ZIFLP) and indicate the position applied for**".

**Please note that only shortlisted candidates will be contacted**