



JOB DESCRIPTION – ZAMBIA PROGRAMMES OFFICER

Job title	Zambia Programmes Officer
Location	Zambia, working from home with access to an office. Candidate must be willing to travel to Zimbabwe for three to four weeks a year.
Contract type	37.5 hours per week 12-month fixed-term position
Salary	ZMW 300,000 p/a
Key Contact	The Officer will work be line managed by a member of the UK programmes team, and liaise closely with other members of the Programmes Team, Research, Evidence and Learning Team, the Zimbabwe In-Country Consultant, and the Zambia country team.

Here are the top four things we think you can be excited about:

- Being at the heart of the global health partnership community, supporting UK NHS and other health workers to volunteer internationally.
- A broad grants management portfolio, working across several themes in Zimbabwe and Zambia.
- The chance to oversee a range of activities, advancing your skills in global health and international development, including: project management; monitoring, evaluation and learning; new business development; and capacity development.
- Joining a friendly Programmes Team (mostly UK-based) with a hybrid working pattern and plenty of learning and development opportunities.

What is expected of you in the first six months?

- You will support with the logistics of a scoping assessment in Zimbabwe to ascertain national priorities, as well as a Zimbabwe delegation visit to the UK.
- You will contribute towards the grant selection process of a new fund management programme, from developing application call documents, liaising with external reviewers, and reviewing grant applications.
- You will lead the onboarding process for the six awarded grants between UK health institutions and their counterparts in Zimbabwe, including contracting, inception meetings, finalising budgets and monitoring & evaluation plans.
- You will support programme managers with other grants management and project activities in Zambia.

MAIN RESPONSIBILITIES

1. Grants Management

- Manage a portfolio of health partnership grants, overseeing contracting and financial disbursements.
- Ensure grant holders are compliant with contractual and due diligence requirements, and support them where necessary to overcome identified challenges.
- Conduct visits to the grant holder institutions throughout the programme, and hold regular online meetings, to accompany progress, ensure that challenges identified through reports and monitoring visits are being successfully overcome and that any new challenges, concerns, developments or opportunities are identified quickly.
- Review grant holder narrative and finance reports, and provide feedback on the level of achievement, need for further information and recommendations for improvement.
- Conduct audits to grant holder institutions.
- Identify any changes to the personnel amongst grant holders
- Contribute to learning analysis meetings, as well as quarterly donor reports and end of project impact reports.
- Contribute to grant holder sharing and learning events.
- Provide other administrative support where required.

2. Grants database administration

- Ensure optimum use of the grants management database (on the Salesforce platform), including input of data, grant analysis, production of reports, and analysis of monitoring and evaluation methods.
- Support the internal team and grant holders to navigate the database.
- Liaise with the database supplier to troubleshoot any issues.

3. Administration and events

- Support preparations for, attend and present national, grant holder and THET events
- Liaise with the in-country administrator in providing logistical support around health partnership events/visa processes/ethical approvals, UK teams, etc.

4. Programme support

Support project leads across the full life cycle. This may involve:

- Liaising with staff, volunteers and partners to ensure the timely completion of deliverables
- Ensuring compliance with donor/country agreements, regulations and requirements
- Identifying, tracking and managing risk
- Supporting effective communication with partners, donors and other stakeholders
- Contributing towards project budgets, including monitoring spend against budget, undertaking re-forecasting, and authorising spend.

5. Programme quality and design

- Contribute to the design of organisational and health partnership quality programme approaches, including standards, processes, tools and guidance.
- Contribute to the delivery of capacity development interventions for grant holders and THET country teams as appropriate.
- Contribute to the design of new projects, supporting team members in developing funding proposals.

6. Miscellaneous

- Support country office teams to report on their progress, and update their organisational processes, policies and security information.
- Attend and present THET’s work at international events, including the THET annual conference.
- Join your choice of THET’s and external thematic working groups, such as on gender equality and social inclusion, on climate crisis, etc.

PERSON SPECIFICATION

Person specification	Essential	Desirable
Qualifications	Bachelor’s Degree (2:1 or above) in a relevant discipline.	Master’s Degree level in a relevant discipline, such as Social Sciences or Global/Public Health.
Experience	<ul style="list-style-type: none"> • Minimum five years’ experience in the NGO and/or health sector in Sub-Saharan Africa • Grants management • Budget preparation, tracking and monitoring • Donor compliance requirements • Project coordination, administration, and the project management cycle • Preparing and delivering written and verbal communications to a range of audiences 	<ul style="list-style-type: none"> • Working closely with international teams • Monitoring and evaluation • Database management
Knowledge	<ul style="list-style-type: none"> • Understanding of, and interest, in international development and global health issues. • Awareness of Monitoring and Evaluation principles. 	<ul style="list-style-type: none"> • Knowledge of issues relating to health workforce capacity development in Zambia and Zimbabwe

Skills	<ul style="list-style-type: none"> • Excellent command of written and spoken English. • Budgeting and financial management • Well-developed IT skills and competence in Microsoft Word, Excel, and PowerPoint • Excellent time management skills and ability to manage competing deadlines. • Team player able to work independently when required and to manage a diverse and heavy workload. • Attention to detail. 	<ul style="list-style-type: none"> • Ability to analyse, synthesise and communicate complex issues in a clear manner. • Confident in developing the capacity development of others. • Excellent interpersonal skills and confidence in dealing with international teams and senior external stakeholders
Values	<ul style="list-style-type: none"> • Strong commitment to THET's cause and values. • Highly motivated self-starter. • Flexible and adaptable. • Intercultural sensitivity and awareness. 	
Other	<ul style="list-style-type: none"> • The candidate must be willing to work in insecure areas and travel to rural areas. • THET is an equal opportunity employer, and any form of canvassing will lead to automatic disqualification. • A commitment to matrix working. 	

What we offer

- Flexible working hours
- Hybrid working arrangements, with access to a coworking space.
- Maternity and Paternity leave benefits
- 25 days annual leave
- Annual learning & development allowance
- All benefits applicable and in accordance with Zambia employment law.
- A friendly, supportive work environment.

How to Apply:

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person specification.

This letter should be submitted with a CV to jobs@thet.org by midnight Wednesday 14th February 'Zambia Programmes Officer' in the subject line. Applicants must be available for interview and assessment w/c 19th February.

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The job holder must be able to live and work in the Zambia.