

Country Manager, Zambia (full time)

African Revival believes education is the key to overcoming poverty. Our vision is an Africa where every child has equal access to quality education. We work with Nursery and Primary Schools to encourage every child to fulfil their full potential. Our current operations are in Zambia, Uganda and South Sudan.

We provide a range of Construction, Livelihood and Education programmes to fulfil our mission. We empower whole communities – pupils, teachers and parents – to transform community-led and government-aided schools into thriving learning environments that build brighter, better futures.

The Role:

We are looking for an experienced development professional to manage our education projects in Zambia, and lead a small team of passionate field staff. You will be responsible for overseeing the implementation of African Revival's programmes in close liaison with the Executive Director, Finance Manager and International Programme & Fundraising Executive based in the UK (ARUK), and the Zambian team (ARZ). Responsibility will include the design, development and implementation of specific projects. To achieve this, the Country Manager will create supportive office administration processes and systems, visit individual schools, meet with donors, write reports, proposals and funding applications.

- Construction projects will be managed alongside Construction Supervisor.
- Finances and reconciliation of accounts will be managed alongside the UK Finance Manager.
- Programme management will be alongside the International Fundraising & Programme Executive.
- The Country Manager role reports in to the Executive Director

Place of Assignment:

Choma, Southern Zambia. Choma is a market town and capital of the Southern Province of Zambia lying on the main road between Lusaka to Livingstone. African Revival supports a number schools in the rural districts of Choma, Kalomo, and surrounding area.

Contract Type:

Fixed term appointment (minimum 2 years)

Start of Duties:

Mid-April 2018 (one week in UK office before travel to Zambia) - some flexibility

Your tasks and responsibilities as Country Manager:

- Assume overall responsibility for the coordination, implementation, management, monitoring, budgeting, reporting and annual planning of the African Revival country

programme, including managing the Construction Supervisor, and Livelihood Project Officer

- Arrange weekly scheduled Skype Calls with ARUK Office
- Represent African Revival Zambia within the NGO sector
- Coordinate with partners, donors, stakeholders; proactively seek collaborations
- Contribute to programme and project development
- Engage in local, national & international fundraising alongside ARUK office
- Manage staff, logistics, accounting, general office administration
- Budget control and safeguarding of internal controlling system
- Operational and financial annual planning with Executive Director and ARUK Finance Manager
- Ensure the delivery of timely, high quality programme and project reports

Your profile:

- Background in construction, education, charity, or development sector – preferred
- Sound knowledge of management and experience in financial administration - desirable
- Experience in design, implementation, monitoring and evaluation of development programmes
- Experience in dealing with institutional donors and government officials
- Team-player with excellent written and spoken communication, good interpersonal skills. Able to develop and support other team members
- Self-motivated, energetic, hard-working, with a passion for education
- Driver's license - essential

We offer:

Living accommodation and office (combined) located in Choma - inc. cost of water/electricity.

Annual return flight to the UK (if UK resident)

Comprehensive annual medical insurance

Motorbike / Vehicle transportation

Internet and mobile phone data for work purposes

Remuneration - competitive

How to Apply:

Please send your CV and a short cover letter to info@africanrevival.org reference "Zambia Country Manager".

Only short-listed candidates will be contacted and invited for an interview

We look forward to receiving your application!

Closing Date: 16th March 2018

NOTE: Full background checks will be undertaken for successful candidate.