

TERMS OF REFERENCE FOR JOB RECRUITMENT – Project Officer, Albinism Project**Job title:** Project officers (x4) (Luapula, Muchinga, Eastern and Northern)**Reporting to:** Project Coordinator CHSZ**Location:** LUSAKA**1. Background.**

Cheshire Homes Society of Zambia (CHSZ) is a non-profit organisation, which was registered with the Registrar of Societies in 1973. CHSZ is a strategic partner Organisation of Liliane Foundation and supports 25 Partner Organisations across the Country. The mission is to enable persons with disabilities to improve their quality of life and campaign for the removal of the barriers which hinder them with the mission to have a society in which every person with a disability can enjoy their rights and has the opportunity to fulfil their potential. CHSZ values are driven by our core values to serve the Children and Persons with Disabilities. The organization believes in: Stewardship, transparency, and accountability; Respect for human diversity and disability rights; Impartiality; and Effective partnerships and collaboration.

Funded by the Dutch Post Code Lottery, Liliane Foundation, represented by its strategic partner CHSZ, and Africa Albinism Network and other local implementing partners will start implementation of a program called **“Out of the Shadows for good: an end to the murder, mutilation and exclusion of children and adults with albinism in Zambia.”**

The program is composed of Liliane Foundation (lead partner international level/ donor), Africa Albinism Network and Cheshire Homes Society of Zambia (CHSZ) as Country lead in Zambia.

CHSZ will play a lead in project implementation in Zambia. The programme will be simultaneously implemented in the four provinces of Zambia that is Eastern, Muchinga, Northern and Luapula Provinces respectively.

The Lobby and Advocacy, Learning, and sharing of innovations in protecting the plight of persons with Albinism will be an important aspect of the program. Strengthening of Organisation of persons with Albinism and other Civil society organizations and social movements will be an important methodology to reach the objectives.

To ensure the implementation of this project in Zambia, CHSZ is seeking to hire a skilled Project officer (X4) to be placed with Cheshire’s partners in Eastern, Luapula, Northern and Muchinga provinces of Zambia.

2. Job Purpose:

To lead the implementation and successful delivery of CHSZ’s interventions on the **Out of the Shadows for good: an end to the murder, mutilation and exclusion of children and adults with albinism in Zambia** project for 3 years in line with the implementation guidelines. The primary objective is to improve the quality of life of all children and adults with albinism in Zambia in the project area through access to health

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care, education, and safety *from a life of insecurity, with discrimination and high health risks to a better quality of life and a longer life.*

3. Key Responsibilities:

- Support CHSZ's implementation and successful delivery of the Advocacy project in the respective province to meet deliverables within the time frame and in compliance with the budget and project regulations.
- Provide daily implementation of the program and support quality delivery.
- Monitor quality assurance processes and systems to ensure the highest quality of the project implementation, risk management and donor reporting
- Contribute to the consortium in the development and annual adaptation of the Theory of Change, work plans, M&E plans, lobby & advocacy plans.
- Maintain and support the partnership between implementing partners, CHSZ, OPWA and CSOs to strengthen project delivery and promote exchange and mutual learning
- to ensure youth representatives PWAs are engaged in the development, planning, implementation, review and learning processes.
- Compliance to budgets according to donor requirements.
- Ensuring that the communication around the project is effective and efficient, in collaboration with the Government line Ministries.
- Managing project operations and developing and maintaining partnerships with stakeholders in the project site.
- Support and contribute to the creating of an enabling environment for children with Albinism.
- Preparing on a regular basis the project planning, monitoring, reporting, reviews and publications together with project's internal and external stakeholders.
- Develop result-oriented yearly action plans, subdivided in quarterly plans.
- Establish and maintain excellent communication between the project and the authorities and third parties in the provinces.
- Prepare together with the finance officer, financial reports for submission to CHSZ for validation and approval.

Skills, Knowledge and Experience required:

- Diploma or Degree in Project Management, Development Studies or any other relevant qualification. Experience in Lobby and Advocacy Human Rights any advanced qualifications will be an added advantage.
 - Experience in working with multiple stakeholders
 - At least 3 years' experience working in the field of disability, rehabilitation, development, or social work.
 - Experience in managing institutional donor funds.
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- Excellent understanding and at least 3 years of proven experience in project management or similar responsibilities. including building a budget, monitoring, and managing expenditures.
- Strong representation, communication, and influencing skills to maintain excellent relations with partnering civil society organizations, and other internal and external stakeholders.
- Experience with lobbying & advocacy, youth engagement, societal awareness creation, and social accountability mechanisms.
- Effective communication skills to clearly explain the project goals.
- **Good decision-maker for the decisions that need to be acted on.** Team-building skills experience and a proven experience of working with persons with disabilities and familiar with Disability mainstreaming.

How to apply:

Qualified Candidates should submit a motivation letter + CV and other supporting documents in English to CHSZ email, cheshirezambiajobs@yahoo.com or chszconnect@gmail.com no later than 18th July, **2024** at 4PM. The application has to be addressed to the National Coordinator of Cheshire Homes society of Zambia.

CHSZ is an equal-opportunity employer. Qualified women and persons with Albinism are strongly encouraged to apply. Only shortlisted applicants will be invited for the interview.
