



**JESUIT CENTRE FOR THEOLOGICAL REFLECTION**

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## **Social and Economic Development Programme Officer – Lusaka Office**

### **Job Advertisement**

The Jesuit Centre for Theological Reflection is a faith based organisation whose vision is to promote from a faith inspired perspective *A Just Zambian Society guided by faith, where everyone enjoys the fullness of life.* JCTR wishes to invite qualified individuals to apply for the position of **Programme Officer in Lusaka under the Social and Economic Development Programme (1 vacancy – Lusaka Office)**

#### **1. Purpose of the Job**

Under the general supervision of the Programme Manager, the incumbent is responsible for the execution of JCTR programmes / projects in accordance with the strategic and annual operational plans.

#### **Main Duties**

- i. Work with the Programme Manager to identify priority areas and innovation for further programme development in accordance with the strategic plan.
- ii. Work with other Civil Society Organisations in partnership to implement activities, such as advocacy and lobby work, according to the operational plan and budget.
- iii. Analyse national policy and programme documents to identify gaps and inconsistencies in relation to fulfilling the economic, social and cultural rights of citizens.
- iv. Design and implement training, advocacy and lobby activities targeted at various stakeholders to influence pro-poor policy development and implementation and bring about changes to social and economic conditions.
- v. Conduct Basic Needs and Nutrition Basket surveys and other studies (which activities include logistics, data collection, entry, analysis, report writing, validation, dissemination, stakeholder engagements to advance the Centre's advocacy work).
- vi. Work with M & E officer to monitor and evaluate JCTR programmes in order to measure progress and impact on groups who are targets of JCTR work.
- vii. Identify organisations and facilitate development of partnerships at operational level and use the partnership for scaling up advocacy interventions through collaborative alliances.
- viii. Compile activity reports according to agreed formats and intervals (periods) and submit to Programme Manager for final reporting.
- ix. Keep abreast of developments in area of work in order to continue to provide services to the highest ethical and professional standards
- x. Carry out any related tasks that the Programme Manager may from time to time reasonably request

#### **2. Qualifications and Experience**

- A Bachelor of Arts in Economics, Demography, Statistics or any other social science.
- A minimum of three (3) years relevant experience and proven track record with rights based issues and community mobilisation, preferably in NGOs involved in Lobby-and Advocacy work.
- Strong knowledge of Zambia's socio-economic landscape and corresponding policies.
- Experience in Research and Policy analysis on social and economic issues

### 3. Skills and Competencies

Ability to:

- Demonstrate good understanding of Christian faith in development
- Demonstrate great interpersonal skills in stakeholder engagement at various levels; community, government, cooperating partners, among others
- Analyse and interpret relevant policies, Government programmes and legislation
- Write technical reports, policy briefs and disseminate to different stakeholders
- Interact and communicate effectively to stakeholders
- Use up to date statistical packages and ICT facilities as tools for communication, aid in decision making, and source of information i.e. MS Office
- Understand and interpret national statistics
- Develop Communication materials
- Analyse and interpret current social and economic issues and how they affect human development
- Understand and interpret international and regional protocols

### 4. How to Apply:

Please send your cover/application letter clearly stating “**Application for Social and Economic Development Programme Officer – Lusaka Office**” in the subject line with a detailed CV indicating three referees, one of whom should have been your direct supervisor. The letter should be addressed to:

**The Executive Director**  
**P.O. Box 37774**  
**Plot 3813 Martin Mwamba Road.**  
**Olympia Park**  
**LUSAKA**

Application can be done in person at the above address or through email

To **Administration – [jctr.careers@gmail.com](mailto:jctr.careers@gmail.com).**

The **closing date** for receipt of applications is **17: 00hrs, 7<sup>th</sup> July, 2022**. Only shortlisted candidates will be contacted. JCTR is an equal opportunity employer. Persons with disabilities and female candidates are encouraged to apply.