



**JESUIT CENTRE FOR THEOLOGICAL REFLECTION**

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## Job Advertisement

The Jesuit Centre for Theological Reflection (JCTR), a faith based organisation and a ministry of the Society of Jesus (Jesuits), was formed in 1988 to translate into action Christian principles and values in promoting social justice in Zambia. It provides from a faith-inspired perspective, a critical understanding of current social, political and economic issues and generates action to address them. Key to its mission is the gathering and analysing of pertinent and topical data on issues, whose results are then employed in popular education and engagement with policy makers, service providers and other duty bearers on the identified issues. Additionally, JCTR builds capacities and creates platforms for community members to participate in dialogue for legislative, policy as well as practical change.

JCTR envisages *“a just Zambian Society guided by faith, where everyone enjoys the fullness of life”*. JCTR’s mission is **“to enhance justice and equality for all, particularly the poor and marginalized, through promotion of Christian values, empowerment, care for the environment and provision of policy alternatives”**. JCTR wishes to invite qualified persons to apply for the following position:

### **Programme Officer – Social and Economic Development Programme (SED)**

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

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

#### **2. 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 conditions.
- v. Facilitate carrying out of Basic Needs Basket surveys and other research activities, produce reports and share them with other stakeholders to use them in the lobby and advocacy work.
- vi. Produce CST materials and train JCTR staff members and its allies to ensure that JCTR programmes are based on Christian faith and ethos.

- vii. 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.
- viii. Identify organisations and facilitate development of partnerships at operational level and use the partnership for scaling up interventions through collaborative alliances.
- ix. Compile activity reports according to agreed formats and intervals (periods) and submit to Programme Manager for final reporting.
- x. Work with Outreach Regional Officers to implement JCTR activities in the regions and where necessary provide technical backstopping, including helping with activity reporting.
- xi. Keep abreast of developments in area of specialization in order to continue to provide services to the highest ethical and professional standards
- xii. Carry out any related tasks that the Programs Manager may from time to time reasonably request

### **3. Qualifications and Experience**

Bachelors degree in Economics, Development Studies or any social science with at least 3 years relevant experience.

### **4. Skills and Competences**

Ability to:

- Demonstrate good Christian values
- Analyse and interpret relevant policies, Government programmes and regulations in relations to the work of JCTR
- Write technical reports for a variety of stakeholders
- Interact and communicate effectively to stakeholders
- Use ICT for program management and communication
- 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.

## **5. How to Apply:**

Interested candidates for the above position should submit their applications accompanied by a detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three reputable referees, contact details (email, telephone). Please send all applications all requested information as stated above to the following address:

**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

**The Executive Director - [jctr.director@gmail.com](mailto:jctr.director@gmail.com)  
Cc Administration - [jctr.office@gmail.com](mailto:jctr.office@gmail.com)**

The **closing date** for receipt of applications is **12: 00hrs, 12<sup>th</sup> June, 2019**. Only shortlisted candidates will be contacted. JCTR is an equal opportunity employer. Persons with disabilities and female candidates are encouraged to apply.