



Chongwe Child Development Agency is a voluntary membership based, child protection and child centered development organization. It is a non-governmental organization that is non-profit making, non-religious, non-political, non-partisan, and which does not discriminate on account of color, creed, tribe, race or nationality.

Chongwe Child Development Agency wishes to invite suitably qualified and experienced persons for the following position.

Job Title : Programmes Officer (x4)

Reports to : Programmes and Sponsorship Coordinator

Job Location : (Chongwe and Rufunsa district).

Core Purpose : Working as a senior member of a diverse team who are committed to serve the vulnerable with practical and compassionate care, the Programmes Officer manages the implementation and coordination of the designated field life stage project level, providing leadership, strategic direction and monitoring of all aspects of current and future projects, the Programmes Officer also plays a key role in liaison with local authorities and other relevant stakeholders. The core purpose of this position is to facilitate community engagement, build and strengthen local partnerships, enhance community and partner capacity, and strengthen community-led initiatives to improve and sustain the well-being of children and families. Overall, the Programme Officer works collaboratively with the Programmes and Sponsorship Coordinator on aspect of leadership and management.

Program Officer's Job Description

1. Serve as lead liaison between the community and central federation office in all program and Child Sponsorship Programs.
2. Oversee the overall implementation of the designated life stage project(s) level and ensuring objectives are met within the required time frame and budget. Where necessary ensure preventative and corrective action is taken according to the organizational standards.
3. Work with community volunteers to implement activities for improved integrated implementation for impact, measure and create integration opportunities for Sponsorship Business.
4. Ensure timely implementation, reporting, documentation of best practices and lessons learned.
5. Oversee the financial management of assigned community projects and ensure compliance with set standards and requirements.
6. Participate in the review and development of plans and budgets as well as monitoring of expenditures with full accountability.
7. Perform other reasonable related business duties as assigned by immediate supervisor, other management staff and organization.
8. Actively participate in proposal development and resource mobilization.

Qualification Skills and knowledge

1. A Bachelor's Degree in Social Work, Development studies, Community Development and Project Management or any other related field.
2. Proven ability to Manage projects, set priorities, work independently and take initiative, manage multiple projects and meet deadlines.
3. Excellent writing, analytical skills and problem solving. Demonstrated ability in grant writing, reports, and results of organizational documents with minimal supervision.
4. Strong communications and interpersonal skills.
5. Passion to work with children and adolescents and have competent knowledge and understanding in child protection.
6. Ability to professionally engage and work with stakeholders in various settings including good collaboration with the community.
7. Program management and event coordination. Foster an atmosphere of team work and be result oriented.
8. Maintain a high level of confidentiality
9. Strong organizational skills and ability to coordinate various responsibilities and prioritize conflicting demands and deadlines.
10. Computer literate in Microsoft Word, Excel and PowerPoint;

How to Apply:

Interested applicants that meet the qualifications are advised to email their application letters and CVs not later than **21 June, 2025 at 17 hours** to the following address; info@ccda.org.zm or application letters in person at Chongwe Child Development Agency Federation Office reception located at Plot 1174 Chikonkoto village, Chongwe PO Box 75 a Town addressed to the undersigned.

The Federation Manager
Chongwe Child Development Agency PO Box 75,
Chongwe

Please note that only short-listed candidates will be contacted. Chongwe Child Development is an equal opportunity employer.