



## **REPUBLIC OF ZAMBIA**

### **MINISTRY OF NATIONAL DEVELOPMENT PLANNING**

#### **A CALL FOR APPLICATIONS TO FILL VACANCIES AT THE ZAMBIA STRENGTHENING CLIMATE RESILIENCE (PPCR PHASE II) PROJECT.**

The Government of the Republic of Zambia received funds from the Strategic Climate Fund (SCF) to help improve the adaptive capacity of vulnerable communities in the Barotse and Kafue sub-basins under the Zambia Strengthening Climate Resilience (PPCR Phase II) Project. The project is being executed by the Interim Inter-Ministerial Climate Change (ICCS) under the Ministry of National Development Planning.

The Pilot Programme for Climate Resilience (PPCR) project, is one of the global climate funds established under the multi-donor Climate Investment Fund (CIF) which aims to help countries follow a climate resilient development path, consistent with their poverty reduction and sustainable development objectives. The PPCR seeks to complement available adaptation financing by providing funds for programmatic approaches to integrate climate resilience into core development policies, plans and projects, thus catalyzing a transformational shift from “business as usual” (sector-by-sector and project-by-project) towards a more programmatic way of building the country’s climate resilient economy.

The overall development objective of the project is to strengthen institutional coordination at the national level and improve the adaptive capacity of vulnerable communities in the Project sub-basins.

The Ministry of National Development Planning now invites applications from suitably qualified candidates to fill the following vacancies in Lusaka and Mongu:

## **1. PARTICIPATORY ADAPTATION SPECIALIST (1 position)**

### **A. THE OBJECTIVE OF THE ASSIGNMENT**

The Participatory Adaptation Specialist shall supervise effectively the implementation of the Adaptation component of the Strengthening Climate Resilience in the Barotse and Kafue Sub-Basins.

### **B. MAIN DUTIES OR ACCOUNTABILITIES**

- Supervise and backstops timely programme/project implementation in order to achieve optimal results from the allocation of resources;
- In liaison with the Resource Mobilization Specialist, provide appropriate information to enhance mobilization of resources for effective Project implementation;
- Facilitates the strengthening of capacities of the Provincial, Districts and Community leaders in enhancing adaptive capacities;
- Ensures that climate change is sufficiently mainstreamed in key economic sectors and District and Ward Development Plans in order to mitigate against the impacts of climate change on community livelihoods;
- Ensures timely provision of advice on climate change to policy makers, parliamentarians and relevant authorities and targeted communities in order to ensure informed decision making;
- Ensures timely preparation of reports in order to facilitate Knowledge management, sharing and decision making;
- Supervises the scrutiny of proposals and investments in climate change adaptation initiatives in order to ensure compliance with standards and generation of tangible benefits for the target communities; and
- Supervises the timely preparation of Adaptation work-plans for the Project and subordinates in order to facilitate and sustain peak performance of the project; and
- Undertake any other duties as may be assigned by the Supervisor.

## **C. QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's degree in Agricultural, Development Economics/Planning, Natural Resources Management or Climate Change;
- Minimum of five (05) years working experience in community adaptation, infrastructure, health and relevant capacity building initiative with three (03) years' experience in donor funded projects;
- Good analytical Skills;
- Good oral communication skills;
- Strong interpersonal skills;
- Good facilitation skills;
- Good negotiation Skills;
- Computer Literacy; and
- Ability to work in a multi-cultural environment

## **D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months.

## **2. MONITORING AND EVALUATION SPECIALIST (1 position)**

### **A. THE OBJECTIVE OF THE ASSIGNMENT**

The Monitoring and Evaluation (M&E) Specialist shall be responsible for guiding the overall M&E Strategy and implementation of related activities within the project and via partners, plus providing timely and relevant information to project stakeholders.

### **B. MAIN DUTIES OR ACCOUNTABILITIES**

- Develop the project logical and M&E framework for all MDBs under the Secretariat;
- Establish a process for identifying and designing key indicators for each component of the Projects;
- Monitor, record and report physical progress against the Annual Work Plan and Budget;
- Review baseline data and align the outcomes to the Climate Investment Funds (CIF) reporting format for such performance reports;

- With stakeholders, set out the framework and procedures for the evaluation of project activities including ensuring compliance to agreed standards;
- Oversee the recruitment and supervise firms and individual consultants contracted to implement special surveys and studies required for evaluating project effects and impacts;
- Develop a plan for project-related capacity building on M&E and for any computer-based support that may be required;
- Setting up the M&E system and ensuring that it is implemented effectively by the provincial and district teams; and
- Undertake any other duties as may be assigned by the Supervisor.

### **C. QUALIFICATIONS AND EXPERIENCE**

- Master's Degree in Development Economics, Environmental Planning and/or management, Demography, Development Studies, or Project Management;
- 5 years working experience in M&E at a senior level;
- Experience with the interpretation and application of logical frameworks and other strategic planning approaches;
- Willingness to undertake regular field visits and interact with different stakeholders;
- A solid understanding of rural infrastructure development needs with a focus on participatory processes, joint management, and gender issues will be an added advantage;
- Excellent computer skills; and
- Experience in evaluation and reporting on co-indicators for the Climate Investment Fund (CIF) will be an added advantage.

### **E. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months.

### **3. PROJECT MANAGER – STRENGTHENING CLIMATE RESILIENCE IN THE KAFUE SUB-BASIN PROJECT (1 position)**

#### **A. THE OBJECTIVE OF THE ASSIGNMENT**

The Project Manager will be responsible for the implementation of project activities in the Kafue Sub-Basin and at the district and sub-district levels.

#### **B. MAIN DUTIES OR ACCOUNTABILITIES**

- To support the mainstreaming of climate Resilience into Provincial, Districts, Ward and Community Development Plans;
- To assist the Provincial Planning Sub-Committee to consolidate annual work plans and budgets from districts and other partners to form the sub-basin and provincial annual work plans and budgets;
- To ensure that annual, quarterly, and monthly work plans, budgets and disbursements are prepared for approval by the Assistant Director - PPU and subsequently by the National Coordinator;
- To prepare a consolidated work plan for all the targeted districts in the Kafue Sub-Basin;
- To provide technical guidance and overseeing the climate proofing of roads in the Kafue sub-basin
- To support the District Advisory Planning Committees in the preparation of sub-projects;
- Facilitation of the preparation and approval of sub projects by the Provincial Planning Sub-Committee of the PDCC;
- To supervise and oversee activities of the Project Implementation Unit;
- To oversee contracting of support staff and consultants, particularly community facilitators;
- Providing required technical assistance to the district offices;
- Ensuring the timely preparation of reports as required by the Assistant Director - PPU and the National Coordinator; and
- To carry out any other responsibilities as assigned by the Supervisor.

#### **D. QUALIFICATIONS AND EXPERIENCE**

- Master's level or higher degree in Agriculture, Agricultural Economics, Development Economics, Agricultural Engineering, Natural Resources Management, Land and Water Management, Engineering or other relevant degree;
- Minimum of 8 years post –qualification experience, including at least 3 years in a management role;
- Proven track record in the management of rural and/or sustainable development projects/programs;
- Experienced in technical report writing and presentation;
- Excellent oral and written communication skills in English; and
- Knowledge of local language will be an added advantage.

#### **E. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 12 months.

### **4. ADAPTATION INFRASTRUCTURE EXPERT HYDRAULIC ENGINEER (1 position) TO BE BASED IN MONGU**

#### **A. THE OBJECTIVE OF THE ASSIGNMENT**

The Adaptation Infrastructure Expert Hydraulic Engineer shall provide technical assistance and support for, integration and operationalization of climate resilient infrastructure at district, ward and community levels in the Project implementation areas.

#### **B. MAIN DUTIES OR ACCOUNTABILITIES**

- Support the implementing consultant/community with developing a work plan for delivery; provide technical assistance during implementation to ensure the completion of the tasks in a manner consistent with the best practice and standards for sustainability;
- Supervision of rehabilitation works and approval of work payment certificates.

- Support the creation of canal users associations (one per canal).
- Identification and description of complementary works associated with the intervention infrastructures.
- Provide technical assistance from the stand point of hydraulics, in collaboration with the canal users associations, for the preparation of the internal rules of canal users associations;
- Modelling of the canals;
- Provide technical support and guidance for planning of the annual maintenance works;
- Supervision of the topographic surveys;
- Mapping of the traditional canals (main and secondary);
- Preparation of the Output Performance work Contracts (OPC) where applicable;
- Provide technical support to the relevant government agency in monitoring of the service levels of the canals;
- Monitoring of the Key Performance Indicators (KPI) for maintenance work contractors;
- Support the relevant government agency with the preparation of annual activity report and budget; and
- To carry out any other responsibilities as assigned by the Project Manager.

### **C. QUALIFICATIONS AND EXPERIENCE**

- The Civil or hydraulic engineer and should have a MSc in hydraulics or equivalent;
- He should have experience in infrastructure management, hydraulic modelling (preferably HECRAS) and used to work with AutoCAD;
- He should have at least 7 years' post qualification experience in assets management (O&M of infrastructure);
- Experience in working on rural development projects and understanding of collaboration work with traditional authorities will be an added advantage;
- Should be able to work with multi-disciplinary teams;
- Capable of carrying out the following:
  - i) supervising field topographic and hydraulic surveys;
  - ii) Civil Engineering design and construction supervision;
  - iii) Basic Water Resource Assessments;
  - iv) Public Health Engineering Assessments; and

- v) Climate Change Assessments in Support of Climate Adaptation
- Being a member of a recognised institute of Civil/Hydraulic Engineers would be an added advantage.

#### **D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months.

### **5. OFFICE MANAGER/ADMINISTRATIVE ASSISTANT (1 position)**

#### **A. THE OBJECTIVE OF THE ASSIGNMENT**

Office Manager/Administrative Assistant shall help in the organization of work, schedules, programmes, activities of the Project.

#### **B. MAIN DUTIES OR ACCOUNTABILITIES**

- Checking documents, letters, memos, forms, applications, or other materials for accuracy, completeness, grammar, and format;
- Compose all correspondence and memoranda in accordance with instructions;
- Collect, sort, batch, alphabetize, code, and/or place in numerical order various documents for filing, storage, or processing;
- Prepare and process bills, invoices, receipts, statements, cheques, and other financial documents;
- Receive and respond to inquiries by providing directions, instructions, promotional material, or other general information or referring such inquiries to the appropriate persons;
- Schedule appointments, maintain conference room availability, and reserve and assign motor vehicles and other equipment to staff;
- Answers general travel inquiries and give directions and travel information to Missions under the project;
- Keep logs and records of telephone calls, clients or visitors served;
- Distribute and provide instructions for completion of applications and other forms; reviews forms for proper completion;
- Handle and process mail including performing typing duties incidental to the work; and



- Undertake any other duties as may be assigned by the Supervisor.

### **C. QUALIFICATIONS AND EXPERIENCE**

- Diploma in Business Administration;
- Certificate in Secretarial services from a recognised institution;
- Five (05) years' experience in a similar assignment and at least three (03) years for donor funded projects;
- Excellent organisation skills;
- Excellent computer skills;
- Ability to work independently, pay careful attention to detail and manage multiple tasks in a fast-paced environment;
- Excellent inter-communication skills;
- Fluency in English; and
- Knowledge of the multi-lateral bank operations will be an added advantage.

### **D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months.

## **6. DRIVER CUM MESSENGER (2 positions)**

### **A. THE OBJECTIVE OF THE ASSIGNMENT**

The driver cum messenger shall deliver mails and drive members of staff, visiting officials and consultants within and occasional trips to project implementation areas.

### **B. MAIN DUTIES OR ACCOUNTABILITIES**

- Regular transport of staff, visiting officials, and consultants within and occasional trips into project areas as and when required;
- Observe safety regulations and road rules while on a trip;
- Deliver messages, materials and documents to government offices, UN agencies and project offices as and when required by the office;
- Keep the motor vehicles properly maintained and in a running condition;
- Responsible for safe keeping of the motor vehicle during office hours and ensures it is kept only where it is safeguarded;
- Performs minor repair tasks and arranges for major repairs as and when necessary; and
- Perform any other task assigned by the Supervisor.

### **C. QUALIFICATIONS AND EXPERIENCE**

- Zambian National;
- Senior Secondary Education;
- Valid driving license;
- Knowledge of driving rules and regulations;
- Skills in minor vehicle repair;
- At least 3 years of working experience as driver with clean driving record;
- Good Knowledge of written and spoken English;
- Certificate in mechanics will be an added advantage

### **D. DURATION OF THE ASSIGNMENT**

The contract will be for a period of 24 months.

### **METHOD OF APPLICATION:**

Sealed application letters with current curriculum vitae (CV) and copies of academic/professional qualifications must reach the undersigned not later than Wednesday 6th September, 2017.

The Permanent Secretary - Development Planning and Administration  
**Attn:** The National Coordinator – Pilot Programme for Climate Resilience  
Ministry of National Development Planning  
Plot 118 Independence Avenue

P.O Box 30547

Tell: +260211 236480

### **Lusaka**

Alternatively send your application with all relevant information by email to:  
[info@znccs.org.zm](mailto:info@znccs.org.zm)

The outer envelope must be clearly marked “Call for Applications on the Pilot Programme for Climate Resilience Phase II”.

**Please note that only shortlisted candidates will be contacted.**