



## **Non-governmental Gender Organisations' Coordinating Council (NGOCC)**

### **EMPLOYMENT OPPORTUNITY**

Vacancy Publication Ref. No. IGMU/11/07/2023

The Non-governmental Gender Organisations' Coordinating Council (NGOCC) is an umbrella network for gender focused and women led Non-governmental and Community Based Organisations, active in championing women's empowerment and gender equity and equality in Zambia. In the 38 years of its existence, NGOCC has grown to be the focal point of the women's movement in Zambia, with a total membership of 111, spread in all the 10 provinces of Zambia and covering 68 districts.

NGOCC now invites applications from suitably qualified and experienced individuals for the position of: **Grants Monitoring and Evaluation Officer**.

#### **1.0 Grants Monitoring and Evaluation Officer**

The position is responsible for managing the function of monitoring and evaluation of NGOCC member organisations' grant supported projects to ensure that funds disbursed are used appropriately and the required impact is achieved. Reporting to the Coordinator – Grants Management, the successful candidate will be responsible for and not limited to:

- Maintaining funding agreements pertaining to each member organization for purposes of monitoring and evaluation of their implementation of projects.
- Establishing appropriate data capturing instruments within member organizations to streamline and standardize the collection of information for monitoring progress of activities performed under funding agreements pertaining to each member organization.
- Guiding Member Organisations' (MOs) to provide comprehensive progress reports that provide useful monitoring information including changes in project implementation conditions, unexpected events or developments, changes in plans and unexpected benefits etc.

- Leading ex-post evaluations of projects to ascertain the project impact in respect to the issues being addressed and feedback lessons learnt to member organisations to assist them improve their future project formulation and implementation.
- Keep up to date with relevant developments in the field of programme/project monitoring and evaluation, with emphasis on assessment of impact and networking with relevant organizations and institutions.

**Minimum Education Qualification:** bachelor's degree in Demography, Development Studies or related field. A qualification in M&E is an added advantage.

### **Experience**

- Minimum 5 years work experience.
- Experience in participatory approaches to planning, monitoring and assessment of development programmes and projects.
- Experience in capacity building and advisory support to programme staff in monitoring and evaluation.

### **Knowledge, Skills and Abilities**

- Good verbal and written communication skills.
- Good interpersonal and negotiating skills.
- Ability to plan and prioritize the workload.
- Computer literate with proficiency in the use of the Microsoft Suite, SPSS, DHIS Power BI etc.
- Ability to work effectively with minimal direction
- Able to travel extensively.
- Working knowledge in local languages

Interested and qualified applicants should submit an application letter with an up-to-date Curriculum Vitae no later than close of business on Monday, 17<sup>th</sup> July 2023 to the following email address: [info@ngocc.org.zm](mailto:info@ngocc.org.zm). The letter should be addressed to: -

The Executive Director  
 Non-governmental Gender Organisations Coordinating Council  
 P.O Box 37879  
 Lusaka.