

CISE is a non-governmental organization that is committed to empowering the youth, women and children; promoting quality and accessible education, good health, human rights and democracy; adapting and mitigating effects of climate change; and conducting research for evidence based programming and advocacy.

CISE has received a small grant from Sexual Reproductive Health and Rights (SRHR) Fund established by HIVOS and Ford Foundation to implement a 12 months project aimed at increasing enrolment and retention rates of girls to the next grade in upper primary level (Standards 5-8) by 70% by 2018

Applications are invited from suitably qualified Mchinji based individuals for the vacancies listed below;

## **1. Project Manager (1)**

### **Purpose of the position:**

Planning and implementation of HIVOS project activities under the guidance of the Operations Manager and reporting to Data Quality Officer (M&E)

### **Duties & Responsibilities**

- ❖ Facilitating awareness campaigns aimed at increasing knowledge and promote community participation to improve enrolment and retention rates among girls
- ❖ Facilitating trainings of mother support groups, Parents, and Teachers Association (PTA) members on how to protect young girls from all harmful behaviors, child protection and participation among other child rights.
- ❖ Conduct resource mobilization activities as one way of sustaining HIVOS intervention
- ❖ Write monthly, quarterly and end of project reports to the Executive Director and other relevant stakeholders including HIVOS.
- ❖ Attend relevant official meetings, seminars, trainings and workshops
- ❖ Supervise Field Officers on all project activities
- ❖ Build good relationships with project partners and keep up to date contacts of all project partners
- ❖ Initiate any activity that can positively contribute to the increment of enrolment and retention rates among young girls.
- ❖ Develop a database of needy learners to get learning materials to keep them in schools.
- ❖ Facilitate holding up of Girls' Camp aimed at enhancing information on Sexual Reproductive Health Rights (SRHRs) and help adolescents to learn how to protect their sexuality, avoid early pregnancies, early marriages and prevention of cervical cancer.
- ❖ Facilitating development of Girls Up Activista Radio Program
- ❖ Developing Project News Letters, news flash, updating Facebook and twitter feeds
- ❖ Attending Skype Calls with HIVOS and sharing project success stories on Community of Practice (CoPs)

**Minimum Qualification required:** Certificate in Rural Development or any related qualification with the following attributes;

- ❖ Effective in oral and written communication skills
- ❖ Prepared to work with people at all levels
- ❖ At least 2 years of relevant experience in the field of participatory Methodologies
- ❖ Team Player
- ❖ Good communication and training skills.

Interested candidates send your applications together with CV to [cise@secretary.net](mailto:cise@secretary.net) or hand delivery to CISE Office opposite Labour Office Attention Executive Director not later than **19th August, 2017**

## **2. Field Officers (3)**

The primary responsibility of this role is to further project Goal: Strengthen the capacity of stakeholders and build sustainable interventions that promote girls' right to education through increasing access to Sexual Reproductive Health Services (SRHR) retention, transition to the next grade for marginalized girls and increase resilient and empowered communities for Promotion of Girls' Right to Education.

### **The post holder commits to achieving two project outputs which are;**

- a) Increased attendance and reduce dropout rates for girls in Mchinji district by 75% by 2018
- b) Increased percentage of readmissions to both formal and non-formal education
- c) Enhanced access to Sexual Reproductive Health Services among adolescents and empowered health service providers for provision of comprehensive counseling on SRH services.

### **Key responsibilities**

- ❖ Compile beneficiaries' project feedback and provide written report to Project Officer
- ❖ Provides advice as appropriate on how SRHR can be integrated in school programs to reduce unplanned pregnancies.
- ❖ Supporting Mother Groups, Parent and Teachers Associations in dealing with sexually active girls to reduce chances of early marriages.
- ❖ Recording numbers of girls returning to school as a result of the project intervention.
- ❖ Writing case studies and success stories for submission to HIVOS.
- ❖ Recording feedback on Girls' Up Activista Radio Program

### **Other duties**

- ❖ Provide cover for other team members in their absence; any other duties as assigned by the Executive Director

### **Knowledge, skills and attitudes**

#### **Qualifications**

MSCE or other relevant qualification

#### **Experience**

1-2 years relevant work experience

#### **Skills**

Ability to measure project success based on results framework

#### **Attitude/Motivation**

Initiative, Persistence, Results-orientation, Integrity, Enthusiasm, Commitment to personal development

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### 3. Data Quality Officer (M&E) (1)

#### JOB PURPOSE

The incumbent will be responsible for overall M&E and learning needs of HIVOS project and will be coming up with findings based on real data from Project Manager to show performance of the project. The incumbent will also play role in promoting of key learning for the improvement whenever the project is off-track.

#### SPECIFIC RESPONSIBILITIES

- A. Monitoring
  - ❖ Develop project monitoring plan (PMP) of HIVOS project in line with the concept note
  - ❖ Coordinate with Implementing Partners (IPs) for collecting data against agreed indicators
  - ❖ Engage with Project Manager to collect and manage essential data of HIVOS project
  - ❖ Ensure quality of data collected by partners (HIVOS and Ford Foundation)
  - ❖ Provide feedback to partners and project team on projects' performance based on monitoring data findings
  - ❖ Assist Operations Manager in building capacity of Project Manager on Planning, Monitoring and Evaluation (PM&E)
- B. Evaluation
  - ❖ Assist Operations Manager in designing, coordinating and conducting project evaluations (mid-term and end-line)
  - ❖ Assist Operations Manager in designing and conducting Post Implementation Monitoring Survey (PIMS)
  - ❖ Assist Operations Manager in conducting Project Data Review
  - ❖ Support evaluator in designing and disseminating research studies by providing relevant input
- C. Reporting and Documentation
  - ❖ Assist Operations Manager in developing quarterly, six-month and annual reports
  - ❖ Develop and share field visit reports with relevant staff
  - ❖ Upload key reports to The Source (intranet)

#### Professional Qualification

- ❖ Diploma in any social or natural science discipline
- ❖ Knowledge and understanding of project monitoring and evaluation
- ❖ Understanding of the current M&E trends and especially M&E systems in development organisations

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#### **4. Finance Assistance (1)**

##### **PURPOSE OF POST:**

To support CISE in its effective discharge of financial matters in accordance with Accounting Manual, policy and the legal framework.

##### **PRINCIPAL RESPONSIBILITIES:**

- ❖ Support FAM to oversee and manage all financial aspects of HIVOS project.
- ❖ Support FAM to develop, implement and monitor work plans to achieve goals and objectives of HIVOS project;
- ❖ Support FAM on development of and monitor performance against the annual budget;
- ❖ Support FAM in planning and evaluation of the performance of HIVOS project;
- ❖ Adhere to performance requirements and personal development targets set by FAM;
- ❖ Prepare comprehensive financial statements including regular and detailed cash flow projections as assigned by FAM.
- ❖ Participate in preparing and presenting periodic financial reports

##### **Essential:**

- ❖ Certificate/Diploma or second level professional qualification in accounting, finance, business administration or a closely related field and/or have a minimum of two years' experience managing Project-related funding.
- ❖ Responsibility for adherence to appropriate Procurement laws
- ❖ Knowledge of principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting;
- ❖ Knowledge of principles and practices of cost and fixed asset accounting;

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