



JHU·CCP Zambia Chief of Party

General Job Description

The Johns Hopkins Bloomberg School of Public Health Center for Communication Programs (JHU·CCP) seeks a Chief of Party to provide strategic leadership and oversight for a United States Agency for International Development (USAID) funded project based in Zambia. JHU·CCP supports the Government of Zambia (GRZ), US government (USG) implementing partners, and local communication and behavior change professionals to design produce, and implement high quality, impactful social and behavior change communication (SBCC) programs. Candidates must have experience leading large health communication programs in developing countries. A local Zambian with strong leadership, managerial skills, a high level of independent action, and a focus on innovation and strategic direction in capacity building and social and behavior change communication is preferred.

Specific Responsibilities

Primary duties and responsibilities include but are not limited to:

- Provide strategic leadership and vision to JHU·CCP Zambia staff.
- Provide administrative, programmatic, and managerial oversight to all aspects of the program; coordinate effective implementation of program activities, including development of work plans and facilitate their timely implementation; develop annual program implementation budgets and monitor budget expenditures; manage and supervise local staff including non-Johns Hopkins University Center for Communication Programs (JHU·CCP) program partners.
- Model and promote capacity building practices among all staff and in particular with Deputy Chief of Party.
- Recruit and supervise staff to meet evolving program demands; provide technical assistance, mentoring and skills building to local staff and key local counterparts.
- Make programmatic decisions and trouble-shoot implementation challenges; oversee program data quality compliance, including developing data tracking systems and monitoring records to ensure program meets USAID audit standards; approve local financial transactions and manage and authorize expenditures from local bank accounts; supervise and approve all aspects of project procurement and logistics, including office infrastructure and vehicles; sub grant development, including compliance with programmatic objectives and Johns Hopkins University (JHU) /USAID financial and administrative regulations.
- Submit timely program reports to USAID and JHU·CCP Headquarters on a quarterly, semi-annual and annual basis; disseminate program success stories and share information.

- Serve as a spokesperson and advocate, represent JHU-CCP Zambia project to USAID, donors, GRZ, cooperating agencies, and others.
- Develop new business opportunities for JHU-CCP Zambia, as appropriate.
- Carry out supervisory responsibilities in accordance with the JHU-CCP Zambia policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Management and Supervision:

- Provide technical support and oversight to all employees and consultants/contractors working on the above.
- Coordinate with other senior program managers on strategic project management.
- Identify learning needs and coordinate learning sessions for program staff.
- Conduct staff appraisals as appropriate.

Education and/or Experience

- Deep understanding of SBCC, health communication, and/or health promotion programming, goals and objectives.
- Ability to articulate strategic vision for SBCC, health communication, and/or health promotion programs.
- Experience interacting with donor agencies including central and local government, development partners, civil society and community-based organizations.
- A Master's Degree or higher in Public Health, Social Sciences or equivalent field.
- Minimum 10 years of progressively increasing responsibility working in public health in the fields of SBCC, health communication, and/or health promotion.
- Demonstrated leadership skills in working collaboratively with other donors, host country institutions, and international organizations.
- Documented experience in providing the level of technical assistance that is required to implement SBCC, health communication, and/or health promotion programs.
- Excellent organizational, analytical and result-oriented skills.
- Strong oral and written communication skills.
- Relevant field experience in similar settings with significant management responsibility, including relevant supervisory experience of professional staff;
- Knowledge of labor laws.
- Ability to handle multiple and conflicting priorities, and work under strict deadlines.
- High standards of integrity.

If you wish to be considered for this position, submit your CV and application letter with details on your relevant qualifications and experience to jhuzambiajobs@gmail.com. The closing date for receipt of applications August 8, 2014.



JHU•CCP Zambia Deputy Chief of Party

General Job Description

The Johns Hopkins Bloomberg School of Public Health Center for Communication Programs (JHU•CCP) seeks a Deputy Chief of Party to directly assist the Chief of Party in the design, roll-out and day-to-day management and implementation of a United States Agency for International Development (USAID) funded project based in Zambia. JHU•CCP supports the Government of Zambia (GRZ), US government (USG) implementing partners, and local communication and behavior change professionals to design produce, and implement high quality, impactful social and behavior change communication (SBCC) programs. Candidates must have experience leading large health communication programs in developing countries. A local Zambian with depth and breadth of technical expertise and experience in designing and implementing comprehensive health communication interventions, and related capacity strengthening is preferred.

Specific Responsibilities

Primary duties and responsibilities include but are not limited to:

- Support CoP in overseeing, managing and providing technical assistance for the development, implementation, and monitoring and evaluation of health communication programs.
- Provide programmatic oversight to all aspects of the program; coordinate effective implementation of program activities, including development of annual work plans and facilitation of timely implementation and responsiveness to stated objectives and USAID PMP.
- Develop annual program implementation budgets and monitor budget expenditures; manage and supervise technical staff including non-Johns Hopkins University Center for Communication Programs (JHU•CCP) program partners.
- In consultation with the CoP, provides conceptual and management guidance to senior professionals/management staff.
- Model and promote capacity strengthening practices among all staff and partners, and ensure junior staff are supported and able to fully realize and develop potential through supportive supervision.
- Harmonize various components of the work plan to create necessary synergy to strengthen capacity and achieve program objectives.
- In consultation with the CoP, establish and maintain partnerships with the public and private sector to strengthen programmatic outputs and initiatives.
- Chair periodic programmatic meetings to verify the implementation of activities and strategies under the operational plan.
- Assist the CoP in ensuring high technical, administrative and financial management standards.

- Consult with Baltimore-based JHU-CCP staff on an on-going basis.
- In consultation with the CoP, work with finance staff to appropriately budget for yearly activities and provide recommendations on improvements to existing contracting procedures.
- In consultation with the CoP, contact potential donors and make presentations on program activities.
- Periodically write and submit program and technical reports, as well as other necessary reports, as needed.
- Support the CoP in developing and nurturing relationships with current and potential program stakeholders and partners.
- Act as interim CoP, as necessary, and other duties, as assigned.

Management and Supervision:

- Provide technical support and oversight to all employees and consultants/contractors.
- Coordinate with other senior staff on strategic project management.
- Identify learning needs and coordinate learning sessions for program staff.
- Conduct staff appraisals as appropriate.

Education and/or Experience:

- Technical expertise and experience in designing and implementing comprehensive health communication interventions.
- Management expertise, interpersonal skills and established professional relationships to fulfill program objectives.
- Experience interacting with donor agencies including central and local government, development partners, civil society and community-based organizations.
- Master's Degree in public health, or a related field, with specific emphasis on health communication, promotion and/or education.
- Minimum eight years' experience with progressively increasing responsibility in:
 - Designing, managing and implementing complex, large scale SBCC programs in developing countries involving multiple stakeholders and implementing partners; and,
 - Demonstrated experience in building capacity in SBCC programming with the public sector, civil society, and private sector.
- Demonstrated management skills, including relevant experience in direct supervision of professional staff.
- Strong oral and written communication skills.
- Ability to handle multiple and conflicting priorities, and work under strict deadlines.
- High standards of integrity.

If you wish to be considered for this position, submit your CV and application letter with details on your relevant qualifications and experience to jhuzambijobs@gmail.com. The closing date for receipt of applications is August 8, 2014.



JHU•CCP Zambia Finance and Administrative Manager

General Job Description

The Johns Hopkins Bloomberg School of Public Health Center for Communication Programs (JHU•CCP) seeks a Finance and Administrative Manager to provide comprehensive financial and administrative oversight for a United States Agency for International Development (USAID) funded project based in Zambia. JHU•CCP supports the Government of Zambia, US government (USG) implementing partners, and local communication and behavior change professionals to design produce, and implement high quality, impactful social and behavior change communication (SBCC) programs.

Specific Responsibilities

Primary duties and responsibilities include but are not limited to:

- Provide comprehensive financial management support to the Johns Hopkins University Center for Communication Programs (JHU•CCP) Zambia Field Office maintaining all financial documents for JHU•CCP Zambia project.
- Build capacity in financial and administrative support to SBCC programs for JHU•CCP Zambia partner staff through technical assistance.
- Compile the Payroll for the JHU•CCP Zambia Staff.
- Remit tax deducted from staff salaries (PAYE) and Withholding Tax to Zambia Revenue Authority, and prepare tax returns as per USAID and JHU•CCP requirements.
- Provide technical assistance, including site visits, to sub grantees to ensure proper financial management of sub awards and timely submission of required financial reports.
- Ensure field office compliance with financial management systems as per USAID and JHU•CCP requirements.
- Monitor the Local Zambia account and the Foreign Currency Denominated account (USD\$) hence making reconciliations and transfers for the approval of the Project Director.
- Maintain the security and accountability of the cash on hand.
- Provide financial monitoring visits to partner organizations and providing financial training.
- Assist office staff and grantees in the preparation of budgets and financial plans.
- Provide financial logistical support to staff during field visits and workshops.
- Assist the Project Director in the preparation of financial tracking systems for programs and activities, based on work plans and budgets.

Management

- Supervise Human Resource staff.

- Supervise the Finance Officer in the processing and recording of checks and disbursements on a daily basis, including verifying the accuracy of invoices and supporting documents.
- Supervise distribution/reconciliation of financial advances to support programs activities.
- Supervise the Finance Officer in the preparation of financial reports and documents for home office and donors.
- Supervise/assist staff in the preparation of the local consultancy and Purchase Orders.
- Supervise/assist staff in the preparation of local consultant financial reports and liquidations.
- Supervise/assist the Finance Officer in the planning and making disbursements of funds to recipients.
- Supervise/assisting the Senior Operations Manager in Petty Cash disbursement and management.
- Supervise the Finance Officer and The Finance Team, providing on the job training and reviewing work performed if it is in line with JHU-CCP procedures and systems as well as USAID regulations and guidance.
- Supervise and maintain operational filing system of all financial related documents.
- Gather information on costs when required for budgeting purposes.
- Monitor the capturing of financial data into QuickBooks.
- Send the QuickBooks files and the financial supporting hard documents to the Remote Imprest Fund Administrator (RIF Administrator) in Baltimore.

Education and/or Experience

- A minimum of 5-years proven experience in a managerial position in the financial and administrative management of NGOs; experience with USAID funded projects a plus
- A Bachelors Degree in Commerce, Accounting, Business Administration, or its equivalent in related fields OR Completed professional qualification in ACCA, CPA, CIMA; Masters Degree or Post Graduate Diploma in Finance Management is an added advantage
- Computer literate with hands-on experience in use of accounting packages, especially QuickBooks
- Experience with donor accountability, strong computerized accounting and financial skills, extensive experience and knowledge of financial management and reporting processes and procedures
- Knowledge of Generally Accepted Accounting and Auditing Principles and laws, rules and regulations
- Knowledge of labor laws
- Ability to plan, organize, implement, evaluate and modify financial programs, informational support systems and processes
- Ability to handle multiple and conflicting priorities, and work under strict deadlines
- Strong analytical and result-oriented skills
- High standards of integrity

If you wish to be considered for this position, submit your CV and Application Letter providing details highlighting your relevant qualifications and experience to jhuzambiajobs@gmail.com the closing date for receipt of applications is Monday, 31st July 2014.