

**CHESHIRE HOMES SOCIETY OF ZAMBIA  
(CHSZ)**

Postal address (organisation): **P.O Box 320059, Mwinilunga Crescent Off Lake Road, Woodlands, Lusaka**

Physical address (organisation): **Mwinilunga Crescent Off Lake Road**, Email address (contact person):  
[cheshirezambia@yahoo.com](mailto:cheshirezambia@yahoo.com) or [chszconnect@gmail.com](mailto:chszconnect@gmail.com) Mobile number (contact person): +260977461452 or  
+260955461452



**JOB ADVERT RECRUITMENT OF**

**Job title:** Project Manager for the CHSZ SRH Programme

**Reporting to:** National Coordinator, CHSZ

**Location:** LUSAKA

**1. Background.**

Cheshire Homes Society of Zambia (CHSZ) is a non-profit organisation, which was registered with the Registrar of Societies in 1973. CHSZ is a strategic partner Organisation of Liliane Foundation and a member of Global Alliance of Leonard Cheshire with the main aim of improving the quality of life of persons with disabilities by campaigning for the removal of all forms of barriers that hinder them from achieving their fullest potential. The mission is to enable persons with disabilities to improve their quality of life and campaign for the removal of the barriers which hinder them with the mission to have a society in which every person with a disability can enjoy their rights and has the opportunity to fulfil their potential. CHSZ values are driven by our core values to serve the Children and Person with Disabilities. The organization believes in: Stewardship, transparency, and accountability; Respect for human and disability rights; Impartiality; and Effective partnerships and collaboration.

Funded by the Dutch Ministry of Foreign Affairs, Liliane Foundation, represented by its strategic partner CHSZ, and 5 other consortium partners will start with the implementation of a programme on capacity building in advocacy for Sexual and Reproductive Health and Rights of marginalized young people.

The consortium is composed of WEMOS (lead partner), Liliane Foundation (represented in Zambia by CHSZ), Akina Mama wa Africa (a feminist organization based in Uganda), the Circle of Concerned African Women Theologians (feminists academics in Kenya), VSO and Forum for African Women

Educationalists (FAWE). FAWEZA is the project lead in Zambia. The programme will be simultaneously implemented in Ethiopia,

---

---

**CHESHIRE HOMES SOCIETY OF ZAMBIA  
(CHSZ)**

Postal address (organisation): **P.O Box 320059, Mwinilunga Crescent Off Lake Road, Woodlands, Lusaka**

Physical address (organisation): **Mwinilunga Crescent Off Lake Road**, Email address (contact person): [cheshirezambia@yahoo.com](mailto:cheshirezambia@yahoo.com) or [chszconnect@gmail.com](mailto:chszconnect@gmail.com) Mobile number (contact person): +260977461452 or +260955461452

Uganda, Kenya, Zambia and Rwanda. Learning and sharing of innovations in advocacy for Sexual and Reproductive Health and Rights (SRHR) between countries will be an important aspect within the programme. Strengthening of civil society organisations and social movements will be an important methodology to reach the objectives.

CHSZ, as a partner of Liliane Foundation, will assure the implementation of this project in Zambia. CHSZ will therefore hire a skilled Project Manager. The present vacancy of a project manager is to manage on behalf of CHSZ the project on capacity building in sexual and reproductive health and Rights advocacy towards marginalised youths including youths with disabilities.

**2. Job Purpose:**

To lead the implementation and successful delivery of CHSZ's interventions on the SRH Advocacy project in Zambia over a 5-year period in line with the donor (Dutch Ministry of Foreign Affairs), Liliane Foundation and CHSZ guidelines. The primary objective is to improve the capacity of Organizations of persons with disabilities and other specific CSOs to advocate for the Sexual and Reproductive Health (SRHR) of marginalized young people with disabilities.

**3. Key Responsibilities:**

- Lead CHSZ's implementation and successful delivery of the SRHR Advocacy project in Zambia to meet deliverables, time frame, and budget in compliance with consortium guidelines, CHSZ and Liliane Foundation procedures and government regulations
  - Provide programmatic leadership to the CHSZ-project team to support quality program delivery.
  - Monitor quality assurance processes and systems to ensure the highest quality of the project implementation, risk management and donor reporting
-

**CHESHIRE HOMES SOCIETY OF ZAMBIA  
(CHSZ)**

Postal address (organisation): **P.O Box 320059, Mwinilunga Crescent Off Lake Road, Woodlands, Lusaka**

Physical address (organisation): **Mwinilunga Crescent Off Lake Road**, Email address (contact person): [cheshirezambia@yahoo.com](mailto:cheshirezambia@yahoo.com) or [chszconnect@gmail.com](mailto:chszconnect@gmail.com) Mobile number (contact person): +260977461452 or +260955461452

- Contribute to the consortium in the development and annual adaptation of the country-specific Theory of Change, work plans, M&E plans, lobby & advocacy plans, and selection of partner CSOs.
- Build and support the partnership between consortium partners, CHSZ and CSOs to strengthen project delivery and promote exchange and mutual learning
- Ensure staff, partners and youth representatives are engaged in development, planning, implementation, review and learning processes.
- Provide technical input in funding proposals for the project.
- Develop realistic budgets, ensuring compliance with donor requirements and that resources (staff, and funding) are allocated appropriately and achieve value for money, including full participation in the annual budget process.
- Ensure effective grants management and expenditure within agreed budgets
- Ensure CHSZ's financial and procurement requirements are adhered to by project team and partners.
- With the M&E officer, lead the design and delivery of appropriate M&E mechanisms -in line with the project Planning, Monitoring, Evaluation and Learning plans -to measure, document and disseminate progress, good practices, and impact in this project.
- Ensuring that the communication around the project is effective and efficient, this in collaboration with the CHSZ Communication officer

**Collaboration:**

- With national consortium partners, Country Coordinator, CHSZ- director and staff and LF staff. Work in close and clear collaboration with the SRHR-advocacy officer and the financial officer of CHSZ.

**Skills, Knowledge and Experience required:**

---

**CHESHIRE HOMES SOCIETY OF ZAMBIA  
(CHSZ)**

Postal address (organisation): **P.O Box 320059, Mwinilunga Crescent Off Lake Road, Woodlands, Lusaka**

Physical address (organisation): **Mwinilunga Crescent Off Lake Road**, Email address (contact person):  
[cheshirezambia@yahoo.com](mailto:cheshirezambia@yahoo.com) or [chszconnect@gmail.com](mailto:chszconnect@gmail.com) Mobile number (contact person): +260977461452 or  
+260955461452

- A relevant University degree or equivalent in Project Management, public health, reproductive health, Law or social development studies with knowledge and experience in sexual reproductive health Rights, or related discipline
- Excellent understanding and at least 3 years proven experience in project management or similar responsibilities. including building a budget, monitoring, and managing expenditures with Previous experience of having compiled financial reports
- Ready and capable to initiate new SRHR-projects as well as face the challenges that come with the project.
- Strong leadership coaching and capacity building skills to be able to motivate the team and drive them to maximum performance to achieve the project goals.
- Strong representation, communication and influencing skills to maintain excellent relations with consortium partners, partnering civil society organizations and other internal and external stakeholders.
- Experience with lobbying & advocacy, youth engagement, societal awareness creation and social accountability mechanisms
- Effective communication skills to clearly explain the project goals as well as each member's tasks, responsibilities, expectations and feedback.
- **Good decision maker for the decisions that need to be acted on.** Team-building skills experience and a proven experience of working with persons with disabilities and familiar with gender mainstreaming.

**How to apply:**

Qualified Candidates (m/w) should submit a motivation letter + CV and other supporting documents in English to: CHSZ email, [cheshirezambiajobs@yahoo.com](mailto:cheshirezambiajobs@yahoo.com) or [chszconnect@gmail.com](mailto:chszconnect@gmail.com) not later than 13<sup>th</sup> August, **2021** at 4 PM. Note that due to measures to fight against the spread of Covid19 Pandemic, hard documents will not be received and considered. The application has to be addressed to the National Coordinator of CHSZ.

---

---

**CHESHIRE HOMES SOCIETY OF ZAMBIA  
(CHSZ)**

Postal address (organisation): **P.O Box 320059, Mwinilunga Crescent Off Lake Road, Woodlands, Lusaka**

Physical address (organisation): **Mwinilunga Crescent Off Lake Road**, Email address (contact person):  
[cheshirezambia@yahoo.com](mailto:cheshirezambia@yahoo.com) or [chszconnect@gmail.com](mailto:chszconnect@gmail.com) Mobile number (contact person): +260977461452 or  
+260955461452

**CHSZ is an equal opportunity employer. Qualified women and persons with disabilities are strongly encouraged to apply. Only shortlisted applicants will be invited for the interview.**

---