CALL FOR APPLICATIONS FOR A PART-TIME CONSULTANCY POSITION: NATIONAL PROJECT OFFICER IN ZAMBIA

Position/Capacity : Part-time consultancy – National Project Officer
Place of Work : Lusaka - Zambia (Home-base or the implementing partner organisation – TBZ) with travels for attending regional meetings
Remuneration : Competitive package based on the candidate’s experience and level of education
Duration : 24th April to 24th December 2020.
Probation Period : N/A

1. BACKGROUND
AMShER in partnership with UNDP and HEARD is implementing the Linking Policy to Programming regional project which aims to reduce HIV risk and improve sexual and reproductive health and rights of young key populations in Southern Africa (The YKP Project). The YKP Project covers Angola, Madagascar, Mozambique, Zambia and Zimbabwe as well as the SADC Secretariat and other relevant SADC bodies.

Following the departure of the Project Officer for other professional responsibilities, AMSHeR is looking for a young and dynamic leader to serve as project officer in Zambia to lead and support implementation of project’s interventions in the country for the remaining period of the project. The appointed officer will work closely with the UNDP project focal person as well as the HEARD research partner whilst reporting and being accountable to AMSHeR programmes.

2. CANDIDATE PROFILE
Candidates aspiring to this position should:
- Have an undergraduate degree in relevant field (or at least completed successfully two years of college in relevant field): law, social, political or development science;
- be able to work independently under minimum supervision;
- have experience working with and for diverse groups of key populations;
- be able to innovate self-started and youth-friendly advocacy and capacity strengthening initiatives;
be able to work under pressure within multi-cultural settings;
be able to develop a monthly plan of actions in accordance with the overall project work-plan and be able to identify priorities among competing assignments and regularly report on the same;
have collaborative skills to develop a supportive and team spirit with other project team members;
be able to balance consultation needs and action to move various tasks forward;
not have any professional affiliation with the in-country partner organization in Zambia – TBZ;
be between 18 and 26 years old and, preferably, from one of the young key population project group: young men having sex with other men or any of the sexual minority groups (LGBTI), young sex worker, young drug user, young ex-inmate.

3. SCOPE OF DUTIES/SERVICES – JOB DESCRIPTION

3.1 The successful candidate will report to the AMSHeR programmes department. Broadly, the appointed Officer shall:
   a. support the development and implementation of relevant activities including advocacy, capacity strengthening and communication plans and ensure documentation and reporting on AMSHeR programmes across the country, particularly AMSHeR and the LPP-YKP’s interventions Zambia and;
   b. provide programmatic, logistic, administrative and operational support to programmes and support AMSHeR partner organization to advance AMSHeR projects.

3.2 The Officer’s key performance areas (KPA) across projects are:

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<tr>
<th>DUTIES’ DESCRIPTION</th>
<th>Level of Effort</th>
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<tr>
<td>1. Support the development and implementation of AMSHeR’s strategies and objectives in the officer’s country (KPA 1).</td>
<td>10%</td>
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<td>2. Facilitate communication and engagement of any kind with AMSHeR stakeholders from different sectors (KPA 2).</td>
<td>15%</td>
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<td>3. Support the Young Key Populations Project (YKP) Team Leader and the project management unit to engage stakeholders from the officer’s country; plan, organize and report on AMSHeR programmes and activities in the same county (KPA 3).</td>
<td>25%</td>
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<td>4. Translate the recommendations of AMSHeR-led meetings into action and, under the supervision of the regional office, take appropriate action to attend to in-country requests (KPA 4).</td>
<td>20%</td>
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<td>5. Supporting the AMSHeR communications function and support the development of organisational key messages to national stakeholders (KPA 5).</td>
<td>10%</td>
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<td>6. Provide support, advice, assessment report and risk mitigation strategy for AMSHeR projects and activities in the country, including emergency response in case of arrests, prosecutions or backlash of any kind against AMSHeR beneficiaries and constituencies (KPA 6):</td>
<td>20%</td>
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The full scope of duties includes the following key performance indicators (KPIs):
KPA 1:
a. Support the development and implementation of the AMSHeR strategy and work plan as they apply to the officer’s country;
b. Contribute to teamwork and teams functioning in a collaborative and collegiate style to ensure synergies across AMSHeR programmes and functions;
c. Ensure regular liaison with other similar programmes in the country and monitor project activities’ implementation and reporting schedule;
d. Address, with the guidance of the project manager, requests and needs from various stakeholders;

KPA 2:

a. Engage project partners and beneficiaries for the planning, implementation and follow-up activities in the officer’s country;
b. Support the AMSHeR in-country partners or escalate their needs for support to the relevant AMSHeR regional staff;
c. Support preparation and planning of AMSHeR regional meetings and events and ensure diversity in attendance and quality delivery;
d. Ensure collection and maintenance of records of participants, partners and beneficiaries of AMSHeR activities in accordance with the AMSHeR confidentiality and privacy policy;
e. Take any initiative that advances the issues, mission and mandate of AMSHeR;
f. Report on AMSHeR’s activities in the country on a monthly basis.

KPA 3:

a. Serve as a YKP project focal person at national level;
b. Support regional and in-country AMSHeR’s activities;
c. Translate project documents from English to local language and ensure outsourced translations use culturally-sensitive language to better serve the communities;
d. Review, comment and provide inputs to AMSHeR reports on the Officer’s country;

KPA 4:

a. Assume AMSHeR translation functions, especially from English to national language;
b. Translate emails, communications, pressers, briefs or any kind of requests from local language to English for AMSHeR’s relevant staff to take action;
c. Respond to YKP project in-country requests, with prior approval of the relevant project manager;
d. Support ear-whisper translation on a need basis;

KPA 5:

a. On request by the Communication and Media Advocacy, support the development and translation of AMSHeR communication and media advocacy messages in order to reach a wider audience;
b. Proofread AMSHeR communications on the Officer’s country, including messages posted or to be posted on AMSHeR platforms;
c. Participate in and document AMSHeR communication and Media Advocacy strategic meetings;
d. Support communication around AMSHeR programmes and events in the Officer’s country;

**KPA 6:**

a. Support the implementation and regular review of the AMSHeR emergency response and contingency framework the Officer’s country;
b. Conduct a regular assessment of safety and security situation in the country and report on incident, threats and vulnerabilities that pose imminent threats to key populations programmes;
c. Support the development of a security/safety improvement strategy to mitigate or respond to hostile contexts;
d. Participate in security and protection trainings, meetings or events and support efforts to strengthen stakeholders’ relationship, including working with AMSHeR champions and key correspondents;

Both parties, to accommodate a changing work environment, will amend this scope of duties from time to time, and upon discussion and agreement.

3.3 The Officer will report to AMSHeR programme department in respect of the operational aspects of their position and the performance of their programmatic duties.

4. **How to apply**

To apply for this position, please send a Letter of Motivation to manifest interest and justify why you are the suitable candidate for the position and a CV with Three reference (include their email addresses and phone number) by **20th April, 2020 at 23h59min** to:

Berry D. Nibogora, AMSHeR Programmes Director at: berry@amsher.org copying info@amsher.org

*N.B: Late applications will not be considered. LBQ women are strongly encouraged to apply.*

5. **About AMSHeR**

The African Men for Sexual Health and Rights strives for a future when every country in Africa will enables safe, healthy, productive and fulfilling lives for all its people, irrespective of sexual orientation, gender identity or gender expression. We strengthen capacity, partnerships and collaborations amongst LGBT focused civil society organisations in Africa and to deepen alliances with other social movements that champion health, human rights, social justice and development. AMSHeR’s advocacy is focused on engaging policymakers and key State institutions and strengthening of the capacity of these institutions, civil society organisations and LGBT groups to end violence, stigma and discrimination based on real or perceived sexual orientation and gender identity and/or expression.