

INTERNAL ADVERTISEMENT



The Republic of Zambia

MINISTRY OF EDUCATION

ZAMBIA EDUCATION PROGRAM COORDINATION UNIT (ZEPCU)

1. Introduction

The Government of the Republic of Zambia through the Ministry of Education (MoE) is implementing various education programmes aimed at improving equitable access to quality education. Since 2017, The World Bank has been supporting the Ministry in implementing the Zambia Education Enhancement Project (ZEEP). In order to deepen the human capital impact, the Project has been re-aligned to implement two over-arching Projects namely: The Zambia Enhancing Early Learning (ZEEL) and Zambia Education Enhancement Project (ZEEP) which will be coordinated by the Zambia Education Programme Coordinating Unit (ZEPCU)

2. Project Duration

The Duration of the ZEEL and ZEEP Project is 3 years, renewable annually subject to satisfactory performance.

The Ministry of Education is inviting applications from interested persons who meet the minimum requirements to fill the following positions.

3. Job Title

a) ZEPCU Coordinator

The ZEPCU Coordinator will be responsible for providing oversight on the day-to-day management and coordination of the two projects to ensure the projects objectives and implementation of activities are achieved.

Reporting relationships

The ZEPCU Coordinator will report to the Ministry of Education Permanent Secretary – Administration administratively and technically to the Permanent Secretary - Technical.

Knowledge and skills requirements

- A full Grade Twelve School Certificate or its equivalent
- Master's Degree in Planning and Management, Economics, Business Administration or equivalent.
- PhD degree is an added advantage.
- Minimum of 10 years' post-qualification experience with at least 5 years in a management role.
- Proven track record in project planning, management, monitoring and evaluation of large programs.
- Good understanding of the education sector in Zambia and experience working in the sector will be an added advantage.
- Experience of working with wide range of stakeholders, including communities.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

b) ZEPKU Social Safeguards Specialist

The Social Safeguard Specialist will be responsible for coordinating the implementation of social safeguards related activities for both the ZEEP and ZEEL Projects. This includes ensuring adequate establishment and use of mechanisms for effective reporting and monitoring of Social Safeguard issues.

Reporting relationships

The Social Safeguards Specialist will report to the ZEPKU Coordinator and through a dotted line to the ZEEP and ZEEL Deputy Project Coordinators (DPCs).

Knowledge and skills requirement

- A full Grade Twelve School Certificate or its equivalent
- Bachelor's degree in Anthropology, Sociology, Political Economy, Social Development, Education, Economics, Business Administration, Development / Gender studies, Social Science or equivalent.
- Master degree will be an added advantage.
- Minimum of 7 years' post-qualification experience with relevant experience in social sustainability, social standards/safeguards and/or social development (voice and participation, gender, community-driven development, citizen engagement).
- Knowledge and experience in addressing issues covered by the World Bank's ESF and social safeguards policies or similar policies in other international finance institutions in complex and challenging settings, and across sectors. This includes experience with: social assessments and analyzing social risks and impacts for different population groups; involuntary resettlement in different socio-economic contexts and tenure systems; vulnerable groups' issues; coordination of transparent consultative and stakeholder engagement processes; grievance redress mechanisms, integration of relevant planning instruments such as Resettlement Action Plans in overall project planning and implementation; labor and working conditions; community health and safety; and cultural heritage.
- Experience in social sustainability and risk management policy development, including dialogue with governments, collaboration in these areas with other international development agencies, corporate reviews and policy development and improvement efforts.
- Experience in specific areas of social inclusion such as: gender; conflict, fragility, and violence; and disability.
- Proven track record in similar assignment including project planning, management and, monitoring of programs.
- Experience of working with wide range of stakeholders, including communities.
- Experience working with stakeholders in education sector is an added advantage.

- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

c) ZEPCU Monitoring and Evaluation (M&E) Specialist

The M&E Specialist will be responsible for coordination and management of the day-to-day M&E activities of both ZEEL and ZEEP projects, ensuring that project activities are well aligned with the project intended results.

Reporting relationships

The M&E Specialist will report to the ZEPCU Coordinator and through a dotted line to the ZEEP and ZEEL Deputy Project Coordinators (DPCs).

Knowledge and skills requirements

- A full Grade Twelve School Certificate or its equivalent.
- Bachelor's Degree in Economics, Statistics, M&E or equivalent
- Master's degree will be an added advantage.
- Minimum of 7 years of post-qualification with proven track record. in Planning, Monitoring and Evaluation of programs/projects.
- Experience of working with wide range of stakeholders, including communities.
- Computer literacy and competence in the use of standard software applications for statistical analysis and spread sheets will necessary.
- Experience in the administration and use of databases and information systems.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

d) ZEPCU Environment Specialist

The Environmental Safeguards Specialists will be responsible for coordinating the implementation of environmental, health and safety (EHS) related activities for the ZEEP and ZEEL projects. This includes ensuring adequate environmental assessments and monitoring, supervision and reporting on project compliance (including construction, etc.)

Reporting relationships

The ZEPCU Environmental Specialist will report to the ZEPCU Coordinator and through a dotted line to the ZEEP and ZEEL Deputy Project Coordinators (DPCs).

Knowledge and skills requirement

- A full Grade Twelve School Certificate or its equivalent
- Bachelor's degree in Engineering, Environmental Science, Natural Resource Management, or equivalent.
- Master's degree will be an added advantage.
- Minimum of 7 years of proven, relevant professional experience including environmental risk management, safeguards (i.e., experience implementing or ensuring implementation of measures to protect environment, health and safety) with minimal supervision.

- Proven track record in project planning, management and, monitoring of programs.
- Proven track record applying environment, health and safety to construction of at least 3 years and water supply and sanitation of at least 3 years.
- Experience of at least 2 years drafting, reviewing or implementation of ESMP required. Experience with all 3 is a plus.
- Experience with electronic waste (e-waste) management is a plus.
- Experience of working with a wide range of stakeholders, including communities.
- Experience working in education sector is an added advantage
- Strong knowledge of environmental laws and regulatory regime in Zambia.
- 2-3 years' experience and demonstrated understanding of Zambian environmental, health and safety related laws and regulations. Preferably in the field of education with experience in water and sanitation.
- Strong analytical skills, ability to think strategically, analyze and synthesize diverse qualitative and quantitative environmentally related data and information.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects and knowledge of Bank EHS safeguard policies, ESF and their applications preferred.

e) ZEPCU Administrative Officer

The Administrative Officer will be responsible for managing the general support services of staff and personnel for ZEPCU in support of the ZEEP and ZEEL Projects. The Administrative Officer will promote a collaborative, client-oriented environment and be responsible for the maintenance of high staff morale.

Reporting relationships

The Administrative Officer Reports to the ZEPCU Coordinator and through a dotted line to the ZEEP and ZEEL Deputy Project Coordinators (DPCs).

Knowledge and skills requirement

- A full Grade Twelve School Certificate or its equivalent.
- Bachelor Degree in Business Administration, Psychology, Public Administration, Social Science, or equivalent
- Minimum of 3 years of post-qualification experience
- Work experience with electronic administrative and business processes systems is desirable.
- Experience working with communities.
- Experience in technical report writing and presentation; and
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.
- Familiarity with graphic design and desktop publishing and PowerPoint
- Understanding of Microsoft Office and/or Google Workspace
- Ability to write persuasively, Prepare accurate reports

f) ZEPCU Communication Specialist

The Communication Specialist will be responsible for the day-to-day management and coordination of all communication aspects of the project including project visibility and dissemination of project achievements.

Reporting Relationships

The communication specialist reports to the ZEPCU Coordinator and through a dotted line to the ZEEP and ZEEL Deputy Project Coordinators (DPCs).

Knowledge and Skills Requirement

- A full Grade Twelve School Certificate or its equivalent
- Bachelor's Degree in Communication, Journalism, Public Relations or equivalent
- Master's degree is an added advantage.
- Minimum of 3 years post-qualification experience with at least 3 years in a management role.
- Proven track record in project planning, management, monitoring and evaluation of large programs.
- Experience of working with wide range of stakeholders, including communities.
- Sound knowledge of social media.
- Should be a good public speaker and possess excellent writing skills
- Should have knowledge in digital content creation.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

g) ZEPCU Gender/GBV Specialist

The **Gender/GBV Specialist** will be responsible for introducing more concerted efforts to prevent, mitigate, and respond to violence in schools, including SRGBV risks, and to complement similar activities within the World Bank's human development portfolio.

Reporting Relationships

The Gender/GBV Expert will report to the ZEPCU Coordinator and through a dotted line to the ZEEP and ZEEL Deputy Project Coordinators (DPCs).

Knowledge and Skills Requirement

- A full Grade Twelve School Certificate or its equivalent
- Degree in Economics, Education, Psychology, Philosophy, Business Administration, Development/Gender Studies or equivalent.
- Master's degree in Economics or Development Studies will be an added advantage.
- Minimum of 3 years post-qualification experience with at least 3 years at management level.
- Proven track record in project planning, management, monitoring and evaluation of large programs.
- Experience of working with wide range of stakeholders, including communities.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank will be an added advantage.

h) ZEEP Deputy Project Coordinator

The ZEEP Deputy Project Coordinator will be responsible for providing leadership on ZEEP day-to-day management, coordination and oversight to ensure project objectives and implementation of activities are achieved as planned. S/he will be fully responsible for coordinating with all ZEEP staff to ensure the successful project delivery.

Reporting relationships

The ZEEP Deputy Coordinator will Report to the ZEPCU Coordinator administratively and technically to the lead MOE Directorate, the Director of Planning and Information in the MoE.

Knowledge and skills requirement

- A full Grade 12 certificate or its equivalent
- Master's Degree in Education, Planning and Management, Economics, Business Administration or equivalent
- PhD will be an added advantage.
- Minimum of 10 years of post-qualification experience with at least 3 years in a management role.
- Proven track record in project planning, management, monitoring and evaluation of large programs.
- Experience of working with wide range of stakeholders, including communities.
- Familiar with the education sector.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

i) ZEEP Component One Coordinator

The ZEEP Component One Coordinator will coordinate with the lead Component Directorates to ensure day-to-day activities under Component One of the ZEEP are implemented in a timely manner. Component 1 of ZEEP aims to improve the quality of teaching and learning conditions in language arts, science, and mathematics in targeted primary and secondary schools through : Subcomponent 1.1 that enhances teaching competencies; Subcomponent 1.2 that increases the availability of teaching and learning materials in language arts, mathematics, and science in targeted primary and secondary schools; and subcomponent 1.3 that helps improved teacher recruitment, deployment, and management and on reducing teacher shortages in targeted primary and secondary schools.

Reporting relationships

The ZEEP Component One Coordinator will report to the ZEEP Deputy Project Coordinator (DPC) administratively and technically to the lead MoE Directorate.

Knowledge and skills requirement

- A full Grade 12 certificate or its equivalent
- Bachelor's Degree in Education particularly in any of the following: Mathematics, Science and Language Arts.
- A relevant master's degree will be an added advantage.
- Minimum of 7 years of post-qualification experience with at least 3 years in a management role.
- Proven track record in the management of national programmes especially learning assessment, development of education standards, ECE learning and teaching materials, including playground equipment.
- Experience working in the education sector, particularly in early childhood education.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

j) ZEEP Component Two Coordinator

The ZEEP Component Two coordinator will coordinate with the ZEPCCU to ensure day-to-day activities under component two of ZEEP are implemented timely. Component two aims to increase access to safe secondary schools with key activities under this component including the development of a fully costed nationwide school infrastructure development plan, construction of secondary schools including facilities such as teacher houses, additional weekly boarding facilities and installation of water and sanitation facilities and electricity provision, as well as the rehabilitation of existing structures that pose safety risks to learners and teachers.

Reporting relationships

The ZEEP Component Two Coordinator will report to the ZEEP Deputy Project Coordinator (DPC) administratively and technically to the lead MoE Directorate.

Knowledge and skills requirement

- A Grade 12 full certificate or its equivalent.
- Bachelor's degree in Civil Engineering Construction management, Quantity Surveying or equivalent
- An advanced degree will be an added advantage.
- Minimum of 7 years of post-qualification experience with some experience supervising construction projects.
- Proven track record in project planning, management and monitoring and programs.
- Experience of working with wide range of stakeholders, including communities.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

k) ZEEP Component Three Coordinator

The ZEEP Component Three Coordinator will coordinate with the Directorate of Planning and Information to ensure day-to-day activities under the component three of ZEEP are implemented timely. The component will focus on implementation of activities that will strengthen institutional capacity for education service delivery by building the planning, management, and M&E capacity of the MoE and relevant institutions, improve education data management, analysis, and use by upgrading the centrally managed EMIS, completing the school Global Positioning System (GPS) map to enable real-time monitoring, decision making, and resource allocation, including in response to climate and disaster risks. Conducting policy studies, surveys, and evaluations as well as qualitative reviews of teacher training, school construction, and the implementation of digital technologies, improvement of Ministry of Education ICT infrastructure and capacity to support all ICT systems including Education Management Information System (EMIS), Project Information Management System (PMIS) and Financial Management System (FMS).

Reporting relationships

The ZEEP Component Three Coordinator will report to the ZEEP Deputy Project Coordinator and technically to the relevant MoE Directorate.

Knowledge and skills requirement

- A full Grade 12 certificate or its equivalent

- Bachelor's degree in Computer Science with a focus on Education will be an added advantage.
- Relevant Master's degree or any similar qualification will be an added advantage.
- Minimum of 7 years of post-qualification experience with some proven track record in project planning, management, and monitoring large programs, ICT related positions, software development.
- Experience of working with wide range of stakeholders, including communities.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

l) ZEEP Component Four Coordinator

The ZEEP Component Four Coordinator will coordinate with the Directorate of Planning and Information to ensure day-to-day activities under component four of the ZEEP are implemented in a timely manner. The component will focus on the implementation of the safe school activities including training and empowerment of guidance and counselling teachers as the school level gender focal point, the school management, specifically the school heads and relevant zonal representatives, development and implementation of safe school plans and supporting schools and communities by ensuring access to institutional mechanisms identified in the referral pathway working with civil society groups and related stakeholders. The Component four Coordinator is responsible for the effective coordination, monitoring and implementation of component activities in alignment and compliance with project requirements.

Reporting relationships

The ZEEP Component Four Coordinator will report to the ZEEP Deputy Project Coordinator (DPC) administratively and technically to the relevant MoE Directorate.

Knowledge and skills requirement

- A full Grade 12 certificate or its equivalent
- Bachelor's Degree in Education, Social Sciences or equivalent
- Master's degree is an added advantage.
- Minimum of 7 years of post-qualification experience working on safe school thematic areas including community mobilization, guide and counseling, child protection.
- Proven track record in project planning, management and monitoring large programs.
- Experience of working with wide range of stakeholders, including civil societies, schools and communities.
- Experience in technical report writing and presentations.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

m) ZEEP Procurement Specialist

The Procurement Specialist will be responsible for the implementation of all project procurement activities under the approved procurement plan. S/he will be responsible for the day-to-day management and coordination of all procurement aspects of the project such as contracting and Bid/tender floatation processes are completed on time. Additionally, s/he will be responsible for the preparation and related updating of the project procurement plan, tracking and filing of all procurement documentation to ensure compliance with national and World Bank related requirements on data management and filing.

Reporting relationships

The ZEEP Procurement Specialist will report to the ZEEP Deputy Project Coordinator administratively and technically to the lead MoE Directorate.

Knowledge and skills requirement

- A full Grade Twelve School Certificate or its equivalent;
- Bachelor's degree in Purchasing and Supply or MCIPS or equivalent
- Master degree or any advanced degree in a relevant field will be an added advantage.
- Should be a registered member of the Zambia Institute of Purchasing and Supplies or equivalent foreign body if candidate is currently not resident in Zambia. In such cases, prior registration will be a condition of Contract effectiveness which should not in any case exceed 6 weeks from the date of the contract offer letter.
- Minimum of 7 years of post-qualification experience with at least 3 years in a management role.
- Knowledge of the World Bank procurement regulations (2020), Public Procurement Act of 2020 and ZPPA statutory instruments and guidelines.
- Proven track record in the management of national programmes especially construction projects.
- Experience working with wide range of stakeholders, including communities.
- Knowledge of the concepts, principles and practices governing international procurement, with the ability to translate concepts into operational work, including but not limited to VFM, sustainable procurement, strategic sourcing, market analysis, contract management, etc.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

n) ZEEP Accountant

The ZEEP Accountant will be responsible for the day to management of and coordination of the finance function and will assist in ensuring that Project activities are implemented in accordance with the World Bank (WB) and Government of Zambia (GRZ) Financial Management Policies brand Guidelines, Project Appraisal Document, Financing Agreements, and Financial Management Operational Manual. S/he will ensure the timely disbursement of funds to the project implementing entities by supporting the development and maintenance of an effective disbursement, monitoring, utilisation and reporting environment that facilitates and contributes to the achievement of the Project's goals and objectives.

Reporting relationships

The ZEEP Project Accountant will report to the ZEEP Deputy Project Coordinator (DPC) administratively and technically to the relevant MoE Directorate.

Knowledge and skills requirement

- A full Grade Twelve School Certificate or its equivalent
- Bachelor's Degree in Accounting (CIMA, ZICA, ACCA) or equivalent.
- Master's degree is an added advantage
- Should have at least 8 years post qualification professional experience in financial accounting and financial management.
- Work experience with any other donor funded projects, including the World Bank will be an added advantage.
- Experience in preparing technical reports including accounting and other professional reports.

- Should be conversant with Government accounting policies and procedures
- Should be a registered and good standing member of ZICA
- Proficiency in using accounting packages including excel. Knowledge of IFMIS accounting software is an added advantage.

o) ZEEL Deputy Project Coordinator

The ZEEL Deputy Project Coordinator will be responsible for providing leadership on ZEEL day-to-day management, coordination and oversight to ensure project objectives and implementation of activities are achieved as planned. S/he will be fully responsible for coordinating with all ZEEL staff to ensure the successful project delivery.

Reporting relationships

The ZEEL Deputy Coordinator Reports will report to the ZEPCU Coordinator administratively and technically to the lead MOE Directorate and the Director of ECE.

Knowledge and skills requirement

- A full Grade 12 certificate or its equivalent
- Master's Degree in Education, Planning and Management, Economics, Business Administration or equivalent.
- PhD will be an added advantage.
- Minimum of 10 years post-qualification experience with at least 3 years in a management role. Proven track record in project planning, management, monitoring and evaluation of large programs.
- Experience of working with wide range of stakeholders, including communities
- Familiar with the education sector, especially in Early Childhood Education.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

p) ZEEL Component One Coordinator -Architect

The ZEEL Component One Coordinator - Architect will be responsible for the implementation of the ZEEL component that aims to improve equitable access to quality ECE services in targeted areas through expansion of ECE facilities with community engagement in targeted areas, and enhancing the quality of ECE learning environment in targeted areas. S/he will be responsible for carrying out contract supervision and Project Management of construction works which include periodic holding of site meetings and preparation of designs and reports appropriately to the Project Management aspects of all construction works as well as supervision of various rehabilitation and Maintenance works of school infrastructure supported by the Project.

Reporting relationships

The ZEEL Component One Coordinator – Architect will report to the ZEEL Deputy Project Coordinator (DPC) administratively and technically to the lead MoE Directorate.

Knowledge and skills requirement

- A Grade 12 full certificate or its equivalent.
- Bachelor's Degree in Architecture, Civil Engineering, Structural Engineering or equivalent.
- Master's degree will be an added advantage.
- Minimum of 7 years of post-qualification experience with at least 3 years practicing.

- Proven track record in the management of national programmes especially construction projects.
- Experience working with communities.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

q) ZEEL Component Two Coordinator

The ZEEL Component Two Coordinator will be responsible for the implementation of the ZEEL component that aims to develop and implement ECE quality standards. This component will support the update, development, and implementation of ECE quality standards, including those related to ECE materials, facilities, and workforce training, deployment and assessment.

Reporting relationships

The ZEEL Component Two Coordinator will report to the ZEEL Deputy Project Coordinator (DPC) administratively and technically to the lead MoE Directorate.

Knowledge and skills requirement

- A full Grade 12 certificate or its equivalent
- Bachelor's degree in Early Childhood Education with relevant qualifications in learning assessment, measurement, and education standards' development an additional benefit.
- Master's degree or post-Graduate qualification will be an added advantage.
- Minimum of 7 years post-qualification experience with at least 3 years in a management role.
- Proven track record in the management of national programmes especially learning assessment, development of education standards, ECE learning and teaching materials, including playground equipment.
- Experience working in education, particularly in early childhood education.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

r) ZEEL Component Three Coordinator

The ZEEL Component Three Coordinator will create sustainable conditions for staffing ECE Hub and Satellite centers and promote the involvement of the local community and parents to address demand-side challenges to access. This component will support relevant activities in targeted areas which include Support to the MoE in the recruitment, deployment and management of the ECE teaching workforce, support the Continuous Professional Development (CPD) of the ECE workforce and provides CPD opportunities to ECE teachers, teaching interns, and caregivers working in the ECE centers in disadvantaged communities and support women's empowerment and community engagement for better nutrition and childcare promoting the involvement and participation of local community members, particularly mothers and young parents.

Reporting relationships

The ZEEL Component Three Coordinator will report to the ZEEL Deputy Project Coordinator (DPC) administratively and technically to the lead MoE Directorate.

Knowledge and skills requirement

- A full Grade 12 certificate or its equivalent.

- Bachelor's degree in Education, Social Sciences with qualifications in the development and implementation of ECE programs including professional development of teaching workforce or or equivalent.
- Master's degree will be an added advantage.
- Minimum of 7 years of post-qualification experience with at least 3 years in a management role.
- Proven track record in the management of national programmes especially capacity building programmes for Continuing Professional Development programs (CPD).
- Experience working with communities.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

s) ZEEL Component Four Coordinator

The ZEEL Component Four Coordinator - Monitoring and Evaluation Officer will be responsible for strengthening governance, accountability, management of the project and communication, the M&E officer shall develop mechanisms for interagency coordination and capacity for evidence based planning and implementation of the project. The M&E officer will facilitate the development and use of the Early Childhood Education integrated information system which will be linked to the Education Management Information System (EMIS). In this regard, the M&E officer will also facilitate the development of the Governance and Accountability Action Plan (GAAP) based on the findings and recommendations of the on-going governance, institutional capacity and fiduciary risk assessment. Additionally, the M&E officer will ensure improved data collection to be used in the ECE sector for informed decisions for the project implementation.

Reporting relationships

The ZEEL Component Four Coordinator - Monitoring and Evaluation Officer will report to ZEEL Deputy Project Coordinator (DPC) administratively and technically to the lead MoE Directorate.

Knowledge and skills requirement

- A full Grade 12 certificate or its equivalent
- Bachelor's degree in Statistics, Demography, Social Science, Economics, Project Management or equivalent.
- Master's degree in any of the above and Post Graduate M&E will be an added advantage.
- Should have at least five (5) years post-qualification experience in Planning, Monitoring and Evaluation of externally assisted projects
- Proven track record in managing and leading investigative teams.
- Computer literacy and competence in the use of standard software applications for statistical analysis, and spread sheets will necessary.
- Basic experience in the administration and use of databases and information systems.
- Proven ability to work in a multi-disciplinary and multi-cultural team.
- Experience in use of Microsoft Office and proficiency in presentation software.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage and
- Experience in technical report writing and presentation.

t) ZEEL Procurement Specialist

The ZEEL Procurement Specialist will oversee the implementation of all project procurement activities under the approved procurement plan. S/he will be responsible for the day-to-day management and coordination of all procurement aspects of the project such as contracting and Bid/tender floatation processes are completed on time. Additionally, the incumbent will be responsible for the development and related updating of the project procurement plan, the adequate tracking and filing of required procurement documentation to ensure compliance with national and World Bank related requirements.

Reporting relationships

The ZEEL Procurement Specialist will report to the ZEEL Deputy Project Coordinator administratively and technically to the lead MoE Directorate.

Knowledge and skills requirement

- A full Grade Twelve School Certificate or its equivalent;
- Bachelor's degree in Purchasing and Supply or MCIPS or equivalent
- Master's degree or any advanced degree in a relevant field will be an added advantage.
- Should be a registered member of Zambia Institute for Purchasing and Supply (ZIPS) or equivalent foreign body if candidate is currently not resident in Zambia. In such cases, prior registration will be a condition of Contract effectiveness which should not in any case exceed 6 weeks from the date of the contract offer letter.
- Minimum of 7 years of post-qualification experience with at least 3 years in a management role.
- Knowledge of the World Bank procurement regulations (2020), Public Procurement Act of 2020 and ZPPA statutory instruments and guidelines.
- Proven track record in the management of national programmes especially construction projects.
- Experience working with wide range of stakeholders, including communities.
- Knowledge of the concepts, principles and practices governing international procurement, with the ability to translate concepts into operational work, including but not limited to VFM, sustainable procurement, strategic sourcing, market analysis, contract management, etc.
- Experience in technical report writing and presentation.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.

u) ZEEL Project Accountant

The ZEEL Project Accountant will be responsible for the day-to-day management and coordination of the finance function. S/he will assist in ensuring that Project activities are implemented in accordance with the World Bank (WB) and Government of Zambia (GRZ) Financial Management Policies and Guidelines, Project Appraisal Document, Financing Agreements, Disbursement Financial Information Letter (DFIL), Financial Management Operational Manual and Project Implementation Manual (PIM). S/he will ensure the timely disbursement of funds to the project implementing entities by supporting the development and maintenance of an effective disbursement, monitoring, utilisation and reporting environment that facilitates and contributes to the achievement of the Project's goals and objectives.

Reporting relationships

The ZEEL Accountant will report to the ZEEL Deputy Project Coordinator (DPC) administratively and technically to the relevant MoE Directorate.

knowledge and skills requirement

- A full Grade 12 certificate or its equivalent.
- Bachelor's Degree in Accounting (CIMA, ZICA, and ACCA)
- Master's degree is an added advantage.
- Should have at least 8 years post qualification professional experience in financial accounting and financial management.
- Work experience with any other donor funded projects, including the World Bank would be an added advantage.
- Experience in preparing technical reports including accounting and other professional reports.
- Should be conversant with Government accounting policies and procedures
- Should be a registered and good standing member of ZICA
- Should be proficient using accounting packages. Knowledge of IFMIS accounting software is an added advantage.

Interested Candidates are invited to submit applications to:

The Permanent Secretary - Administration
Ministry of Education
Corner of Chimanga and Mogadishu Roads
P.O. Box 50093
Lusaka.

Note: Complete and detailed Terms of Reference for each position can be obtained from the Ministry of Education Website. <https://www.moge.gov.zm>

Please ensure to reference **ZEPCU, ZEEP, ZEEL** on the envelope. **LATE APPLICATIONS** received after the closing date will not be accepted. Only Shortlisted candidates/ applicants will be invited for interviews.

Closing Date: 30th June 2022