

THE UNITED CHURCH OF ZAMBIA SYNOD HEADQUARTERS

“All One In Christ”

MONDAY, 23RD OCTOBER, 2023

VACANCY ANNOUNCEMENT

1. ADMINISTRATIVE SECRETARY- UCZ SYNOD HEADQUARTERS, LUSAKA

2. EDUCATION SECRETARY- UCZ SYNOD HEADQUARTERS, LUSAKA

3. PROJECT COORDINATOR, MWANDI OVC- MWANDI, WESTERN PRESBYTERY

The United Church of Zambia is seeking to recruit suitably qualified and experienced candidates to fill the positions of Administrative Secretary, Education Secretary and Mwandu OVC Project Coordinator.

These positions except for Education Secretary will be available on 1st January, 2024 but in order to facilitate for smooth hand overs, the successful candidates will be required to start work on **1st December, 2023**.

1.1 ADMINISTRATIVE SECRETARY

1.1.1 REPORTING LINE: THE GENERAL SECRETARY

1.1.2 TENURE: RENEWABLE CONTRACT OF FOUR (4) YEARS FOR STIPENDIARY CHURCH WORKERS AND THREE (3) YEARS FOR THE LAITY RESPECTIVELY.

1.1.3 STATEMENT OF MAIN DUTIES

- The job holder is the Principal Advisor to the Church on matters of administration,

- Assists The General Secretary in the implementation of the decisions of Synod and Synod Committees,
- Conducts recruitment of staff and coordinates induction/orientation programs,
- Handles disciplinary cases,
- Facilitates for the smooth passage of international visitors and arranges employment permits where necessary,
- Liaises with the Church Advocates on legal matters,
- Processes Service Level Agreements for various out sourced services,
- Serves as Secretary to Senior Management Committee meetings,
- Coordinates the pastoral visits of The Synod Bishop and The General Secretary to Presbyteries and UCZ Institutions,
- Works closely with The World Partnership Committee in the coordination of the Partners in Mission programs,
- Works closely with the finance department in ensuring that staff terminal benefits are processed and paid,
- Through the Human Resource officer, ensures that exit interviews are conducted for employees who are leaving the organization,
- Facilitates for the review of the Terms and Conditions of Service for the Church Workers,
- Coordinates the employee performance appraisal programs,
- Facilitates for procurement of capital items,
- Ensures the safe work environment and facilitates for risk assessment and procurement of insurance for property and staff,
- Ensures the adherence of the Church to the statutory requirements pertaining to Church Workers,
- Coordinates the provision of health services to members of staff,
- Supervises a compliment of departmental staff comprising of:
 - 1) Human Resource officer
 - 2) Procurement officer

- 3) Personal Assistant
- 4) ICT Technician
- 5) Receptionist
- 6) Registry Clerk
- 7) Drivers
- 8) Cleaners

1.1.4 **QUALIFICATIONS**

- Holder of Bachelor's degree in Human Resource Management/ Public Administration or other relevant equivalent qualifications, Master's degree in the relevant field is an added advantage. Specialized training in the relevant field is also an added advantage,
- Must have not less than 10 years' work experience in a reputable organization of which **5 years** should be at Senior Management level,
- Must be a member of Zambia Institute of Human Resource Management with a valid practicing license,
- Must be a devoted member of the United Church of Zambia,
- Knowledge of the Zambian Labour Laws is a must,
- Experience working in a cross cultural environment is essential,
- Team Player with experience of conflict resolution,

1.2 **EDUCATION SECRETARY**

1.2.1 **REPORTING LINE:** THE GENERAL SECRETARY

1.2.2 **TENURE:** RENEWABLE CONTRACT OF FOUR (4) YEARS FOR STIPENDIARY CHURCH WORKERS AND THREE (3) YEARS FOR THE LAITY RESPECTIVELY.

1.2.3 **STATEMENT OF THE MAIN DUTIES**

- The job holder is the Principal Advisor to Management on matters of Education,
- Ensures that all the UCZ educational institutions operate with the prescribed regulations,

- Coordinates the board of management meetings and ensures that the minutes of these meetings are shared with the relevant courts of the Church,
- Follows up payments of education grants from the government of the Zambia,
- Coordinates capacity building programs in the schools,
- Works hand in hand with the Projects department in the coordination of educational infrastructure constructions,
- Ensures the conducive teaching and learning environment in the schools,
- Works hand in hand with the Chaplains in upholding the ethos and values of the UCZ in the educational institutions,
- Handles staff disciplinary appeals from the UCZ educational institutions,
- Ensures the harmonization of the policies of the Church with the various stakeholders,
- Ensures that the education reforms are effectively communicated to the UCZ schools timely,
- Works hand in hand with the Administrative Secretary in the appointment of head teachers and deputy head teachers,
- Coordinates the experience enlargement for pupils and members of staff in collaboration of the partners in mission,
- Ensures that the schools engage in programs that work to improve the academic standards in the UCZ schools.

1.2.4 QUALIFICATIONS

- Holder of Bachelor's degree in Education Management, or equivalent. Master's degree in the relevant profession is an added advantage.
- Must have 10 years work experience in a reputable learning environment of which **5 years** must be at senior management level,
- Must be conversant with the Zambian education Act and relevant current education policies and reforms,

- Must have experience working in a busy environment and willing to travel extensively,
- Must be a Team player with experience in conflict resolution,
- Must be a devoted member of The UCZ,
- Must be computer literate with proficiency in Microsoft word, excel and power point,
- Must have knowledge and understanding of the regulations governing the Grant Aided schools board of management,

1.3 PROJECT COORDINATOR, MWANDI OVC

1.3.1 REPORTING LINE: THE COMMUNITY DEVELOPMENT AND SOCIAL JUSTICE SECRETARY

1.3.2 TENURE: RENEWABLE CONTRACT OF FOUR (4) YEARS FOR STIPENDIARY CHURCH WORKERS AND THREE (3) YEARS FOR THE LAITY RESPECTIVELY

1.3.3 STATEMENT OF MAIN DUTIES

- Ensure that the project's crisis response programs attain the required outcomes.
- Ensure that the project's crisis intervention programs are appropriately coordinated and integrated with each other, in collaboration with management and administration,
- Design and deliver the project's development strategy to increase community sustainability, strengthen their crisis response networks and decrease dependency,
- Manage the project's strategic planning process and ensures that input from staff and relevant local and international partners contribute to the shaping of the overall project strategy,
- Ensure The United Church of Zambia's vision and values, and the project's strategic objectives are communicated to partners and staff to foster mutual understanding and ownership,

- Monitor emerging opportunities for programmatic funding through donors, but also areas that could provide savings to the project or direct support from community sources,
- Pursue opportunities to influence and engage others across networks and denominations in OVC Best practices, but also on behalf of vulnerable families living in poverty and affected by disaster who look to the project often for guidance and assistance,
- Ensure a strong and continued relationship with partners through the reporting of results, projects needs and advocacy for the recognition of and assistance towards OVC crisis response from stakeholders at all times,
- Regular inspections of buildings and other infra-structure to ensure required standards of maintenance, hygiene and cleanliness are adhered to,
- Coach staff to ensure adherence to quality community transformation and constituent engagement,
- Responsible for identifying and selecting an appropriate portfolio of partners to achieve objectives that are in-line with the project strategy,
- Provide management support to team members in **their** management and **their** development of **their** respective positions, and **their** implementation of objectives, targets and work plans,
- Carry out six monthly performance appraisals for management positions and one-on-one meetings according to project performance management procedures and take appropriate remedial action with the management team to address any areas of poor performance or performance gaps,
- In conjunction with project senior management and finance, ensure financial management is carried out in accordance with the project's financial systems and policies.

1.3.4 QUALIFICATIONS

- Mature Christian committed to serving Jesus Christ with an ability to articulate and embrace a holistic biblical world and life view with minimum university under graduate qualification in Project Management, Development studies, or equivalent,

- A committed member of the United Church of Zambia,
- A Minimum of 5 years of managerial working experience,
- Commitment to the core developmental strategy behind the project and the project sustainability response concept, models and values.
- Proactive and able to work with minimal supervision.
- Passion for and ability to implement, improve and integrate a strong response to the problems associated with OVC crisis response with a strong focus on facilitating community transformation, the rebuilding of community crisis response, organizational capacity building and agricultural development,
- Strong communication skills.
- Strong servant leadership and supervisory skills, including an ability and willingness to work in a team setting and to identify and foster the use of the gifts and talents of team members,
- Program planning, management, reporting and evaluation skills,
- Financial skills in budgeting, reporting and oversight,
- Experience with networking and collaboration skills (both internal and external to the organization and with external agencies, including government agencies) is an advantage,
- Experience in adult education and group process facilitation skills is an advantage,
- An ability to understand and foster constituency involvement for mutual learning,
- Strong ability in cross-cultural communications and the cultural sensitivity to build effective relationships between parties of different interests, values or cultural backgrounds,
- A visionary, with the ability to see possibilities while maintaining accountability to project strategy,
- Demonstrated competence in Microsoft office application,

- Demonstrated skills in OVC crisis management, social work and project management,
- Ability to be flexible, adaptable and respectful of work that has been done in Mwandji, eager to learn,
- Excellent written and oral English,
- Basic knowledge of Silozi or willingness to learn the language is essential.

2.0 MODE OF APPLICATION

Candidates who meet the above qualifications should send an application letter attaching their latest CVs, copies of academic and professional qualifications and day time telephone numbers of three (3) referees to:

The General Secretary

The United Church of Zambia, Synod Headquarters

P.O Box 50122

LUSAKA

Email: uczsynod@zamnet.zm/admin@uczsynod.org

The closing date for receiving applications will be 10th November, 2023