



## THE UNITED CHURCH OF ZAMBIA

### JOB ADVERT

The United Church of Zambia through its Synod Executive has established an investment functionary position at Synod office to be responsible for developing and implementing investment strategies of the Church, managing portfolios, and ensuring compliance with regulations and ethical standards. Synod is therefore inviting applications from interested and qualified persons to apply for the position of “**Investment Officer.**”

#### **1. Job Purpose**

- 1.1. To implement Investment Committee’s Policies and resolutions
- 1.2. To identify prospective investments
- 1.3. To Carry out feasibility analysis on Investments
- 1.4. To Submit investments meeting the minimum investment benchmarks in line with the Investment policy to the Investment Committee for approval
- 1.5. To Source and mobilize innovative finance for the approved investments (JV, Debt, Equity, PPP and Grant) by way of writing funding proposals
- 1.6. To Evaluate and monitor the existing investments and ensure that their performance meets the set benchmarks
- 1.7. To recommend remedial measures to be applied to investments performing below acceptable levels.
- 1.8. To carryout feasibility analysis and due diligence on promoters of all investment proposals submitted by third parties seeking Joint investment with the United Church of Zambia.
- 1.9. To closely collaborate with The Project and Financial secretaries to ensure a smooth and productive working environment.
- 1.10. To carry out any other tasks related to Investment as directed

#### **2. Qualifications and Skills**

- 2.1. A minimum of a bachelor’s degree in Finance, Economics or any other related field.

- 2.2. Professional qualifications such as full CA Zambia, Full ACCA or CIMA to be an added advantage
- 2.3. At least five years' experience in Investment Management
- 2.4. Excellent verbal and written communication skills including the ability to write funding proposals to various financial institutions
- 2.5. A proven track record of securing grants
- 2.6. Excellent financial skills including the ability to evaluate financial statements, business plans and financial models
- 2.7. Extremely familiar and abreast with the Zambian Investment climate and with the ability to be able to identify investment opportunities as they occur.
- 2.8. Ability to work without close supervision
- 2.9. Ability to work under pressure

### 3. Other Requirements

A paid-up member of Zambia Institute of Chartered Accountants ZiCA

**All applications should be addressed to;**

The General Secretary  
PO Box 50122  
Woodlands, Lusaka

Applications must be sent via the email  
[uchurchofzambia@gmail.com](mailto:uchurchofzambia@gmail.com)

**NOT LATER THAN 14<sup>TH</sup> FEBRUARY, 2025**