

Job Advert: Chief of Party

1. SUMMARY OF JOB POSITION

Job Title	Chief Of Party ZADs Intervention Program
Location of assignment	Lusaka with some travel
Reports to	Chief Executive Officer (CEO)
Duration of contract	3 years

2. ABOUT PROSPERO

Prospero Limited was established in 2015, to support the growth of small and medium-sized enterprises in Zambia, focusing predominantly on private sector growth towards job creation, income generation, beneficiation and a broader development impact. It does this through a combination of grants, loans and technical assistance to support early stage and growth businesses in key sectors of mining support services; food and agriculture; tourism and bio-trade.

Prospero has revamped its strategy, focusing on areas that promise the greatest impact, while also expanding its funding sources to include additional donors, foundations, and private clients interested in fostering positive social and environmental change.

3. JOB SUMMARY

In preparation for an upcoming USAID program, Prospero is seeking a Chief of Party who will oversee programmatic and operational activities, including procurement, personnel management, and financial matters directly related to this initiative. The selected candidate will be tasked with overseeing program leadership, direction, and management. They will also be responsible for leading reporting and interactions with USAID, as well as nurturing existing relationships with government ministries and agencies, other donor programs, and pertinent associations. The program is expected to commence in 2024, and the position will be located in Zambia.

Zambia Diversification Support Intervention (ZADS) Program overview:

USAID/Zambia will be implementing the ZADS Interventions program, intending to transform Zambia's agricultural sector into a proficient, equitable, and sustainable supplier of high-quality and nutritious food for both consumption and trade. Targeting the Copperbelt, Central, and Eastern Provinces for implementation, this initiative aims to spur growth in Zambia's agricultural sector and strengthening its ability to withstand climate related challenges. Additionally, it seeks to boost the market competitiveness of certain commodities while expanding the range of



nutritious options available, potentially improving dietary consumption at rural households.

Responsibilities:

- Provide strategic guidance, leadership, management, and general technical oversight for the program. Continuously seek to enhance operational efficiencies and introduce innovations in delivery methods.
- Supervise the development and timely submission of project deliverables within the allocated budget.
- Recruit, lead, manage, and supervise delivery teams composed of both long-term and short-term team members as well as consortium partners.
- Act as the principal point of contact with USAID/Zambia, the Zambian Government, statutory bodies/institutions, and all other relevant counterparts, implementing partners, and stakeholders involved in the program.
- Manage the program's financial oversight and procedures, ensuring compliance with Prospero's established accounting principles and USAID regulations.
- Establish systems that facilitate collaboration, learning, and adaptation (CLA), including fostering a culture of adaptive management.

Internal Contacts

- CEO
- Board of Directors
- Management and staff

External Contacts

- Government, Government Agencies and NGO's
- Private sector companies
- Donors – local, foreign, bilateral

Key Strategic Objectives

Strategic Leadership: Providing strong leadership in the definition, development, and delivery of Prospero's vision, mission, values and mandate, including engagement with the Board of Directors

- **Corporate Sustainability:** Ensuring corporate sustainability, through effective financial management, new business development and successfully attracting the requisite funding for programme delivery.
- **Project Delivery:** Ensuring that Prospero is effective, compliant and competitive in the delivery of all assignments undertaken.

- **People Management:** Creating an organisational culture that attracts, retains, motivates, and develops a high calibre team to ensure high performance.

4. REQUIRED EXPERIENCE

Education

- The ideal candidate should have a master's degree in economics, Business Administration, International Development, or Nutrition or related discipline from a reputable institution.

Required Experience

- At least ten (10) years of relevant professional experience
- At least five (5) years of senior leadership experience
- Experience leading and managing large teams with a high level of leadership, interpersonal, technical, and analytical experience, as Chief of Party, Team Leader, or other Program Director level role.
- Experience working with investors, business leaders and with senior government officials.
- Experience managing donor-funded programmes related to private sector development will be an added advantage.

Required skills and attributes

- Strategic leadership and management skills
- Networking, presentation and public speaking skills
- Team building (coaching & motivating of team leading to high performance)
- Strong written and verbal communication skills
- Receptiveness – good listening skills

5. APPLICATION GUIDELINES

We invite all interested candidates to submit the following documents:

- Curriculum Vitae (CV)
- Letter of Motivation outlining how your experience, competencies and professional networks meet the requirements for the role. Clearly state your expected remuneration.

Please submit your application to recruitment@prospero.co.zm by February 29th, 2024: State, **Chief of Party ZADS** program in the subject line.

This position is contingent upon the grant award and approval by the donor.

Please note that only shortlisted candidates will be contacted.

Prospero is an equal opportunity and affirmative action employer.