



VACANCY – Programme Manager: Climate Action
Embassy of Ireland, Lusaka

Our mission is to Advance Ireland's Values and Interests by increasing our Influence and Impact on People, Policy and Partnerships in Zambia and Namibia

The Embassy of Ireland to Zambia is seeking to recruit a dynamic and flexible person with experience to manage the Embassy's policy engagement and programmes on climate action. The main purpose of the role is to strengthen the understanding and capacity of the Embassy to contribute to climate action and associated areas while also promoting gender equality with a special focus on young people.

Overview of Role

The Programme Manager will lead Ireland's policy engagement in the area of climate action, informed by Ireland's values, and aligned with the global policy priorities of the Government of Ireland - *Our People, Our Prosperity, Our Values, Our Place in Europe* and *Our Influence* - and also with Zambia's national priorities including the 8th National Development Plan, Zambia's Vision 2030 and sector specific policies. The successful candidate will oversee a programme of policy work including delivery of high-quality consultations, constructing policy positions and strengthening the influence of the Irish Embassy externally at bilateral and multilateral levels, and with civil society, research institutions and other stakeholders.

The Programme Manager will also manage a portfolio of different grant partnerships that focus strongly on climate action. As a development cooperation partner with Zambia, the Embassy implements the Government of Ireland Development Programme through partnerships with multilateral organisations, local non-governmental organisations (NGOs), government and pooled funding with other cooperating partners.

The successful candidate will work within and across a team of four Programme Managers and within the wider Embassy team and will report to the Embassy's Head of Cooperation and to the Ambassador.

Key Responsibilities:

- Contribute to the delivery of the Mission Strategy, particularly on the outcome related to strengthened policy engagement and targeted interventions to advance climate action with special focus on women and young people;
- Coordinate regular engagement with the Zambian government, donor and civil society agencies, research institutions and key actors on climate action and strengthening resilience;
- Identify opportunities to strengthen the impact of dialogue in and through the national development architecture, with Government, donor and civil society partners in relevant cooperating partner groups and GRZ committees within the 8th National Development Plan;
- Engage with the in-country UN system and partner networks in climate action and associated forums to explore options and synergies to better link public and private policy and programme responses;
- Maintain expert knowledge of the Zambian and regional policy environments in relation to Climate issues and provide analysis and insight on policy weaknesses and strengths, coherence and divergence with Ireland's policy positions and best international practice;
- Identify ways of presenting and evidencing Ireland's policy positions (tracking influence);

- Lead and collaborate in the strategy implementation planning and delivery to guide towards the realisation of the relevant strategic outcome areas.
- Lead the effective management of programme (grant) partnerships, in-line with the Department of Foreign Affairs' Standard Approach to Grant Management, ensuring delivery effectiveness and efficiency, robust oversight, value for money, and risk management;
- Proactively engage with colleagues at all levels across the Department of Foreign Affairs and build strong professional networks, particularly around climate action and associated areas;
- Work effectively within teams to deliver a strategy that combines development, political and economic perspectives to advance Ireland's policies;
- Provide regular expert, well-informed and timely analysis, reporting and briefing on the areas of responsibility for the Head of Mission and other colleagues;
- Carry out any reasonable additional responsibilities that may be assigned by line management from time to time;

Essential Requirements that candidates must be able to demonstrate: (proposals not meeting essential criteria will not be considered).

- Candidates must have a post-graduate qualification in the area of international development, international relations, environmental science, agriculture, health, economics, social development and/or related fields;
- Candidates must have a minimum of three years' relevant professional experience demonstrating strategic and operational policy advocacy and influencing at a national, regional or international level, ideally in Zambia or southern Africa.
- Candidates should demonstrate substantial political and technical knowledge on climate action and implications of climate change in food, health, social protection and other sectors;
- Candidates must have at least three years of experience in programme and grant management including financial analysis and budget management;
- Candidates must be able to demonstrate excellent communication, writing and reporting skills including fluent written and verbal English. Applicants may be contacted in advance to establish language proficiency and a short written language test may be required;
- Demonstrable experience engaging in programme/project design, monitoring/evaluation/learning and strategic planning;
- Resourceful and results-orientated, candidates should be able to demonstrate an ability to problem-solve working both independently and as a team member;
- Candidates must be able to work with internal and external stakeholders building and sustaining impactful networks and relationships;
- Candidates must show a high degree of integrity and trustworthiness;
- Candidates must be proficient with MS Office Suite including Word, Excel, Outlook and PowerPoint; additional IT applications would be beneficial (e.g. working with datasets/finance systems, video-conferencing);
- Candidates must be in a position to travel regularly in Zambia and, potentially internationally, up to 20 days/year;

Desirable Skills and Experience:

- Education and or experience in one or more of the following areas: nutrition, food systems, health systems, humanitarian assistance, crisis risk reduction
- Experience with Thinking and Working Politically (TWP) and adaptive management.
- Experience conducting policy analysis and providing policy advice to management on a range of relevant policy priorities.
- Good interpersonal and tactful negotiation skills and the ability to work independently and as part of a team.

Terms and conditions of employment:

- The successful candidates will be hired on a permanent contractual basis with a three-month probation period (which may be extended by three months) and will be based at the Embassy of Ireland, Lusaka;
- Monday to Friday, 38 hours per week;
- Annual Leave entitlement 24 days per annum;
- The gross annual salary for the position is ZMW 623,469.12 (inclusive of housing allowance and all other allowances) plus employer pension contribution 15% per annum and up to 5% NAPSA contribution, paid locally on a monthly basis. Salaries are paid directly to a bank account; therefore, the successful candidate must have a bank account.

How to apply

This job advertisement and the Application Form for this position are available on our website www.dfa.ie/zambia

Completed application forms should be sent via e-mail only to RecruitmentLusaka@dfa.ie, with the subject line **Programme Manager: Climate Action**.

Applications must be received before 16:30 hrs. (Local time) on 21st September, 2023

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above;
- It is planned that interviews will be held in person on 2nd October, 2023.
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates for current and future vacancies.
- **All applicants must have a permanent legal right to reside and work in Zambia. Only those applicants meeting the essential criteria will be considered.**

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland, Lusaka is committed to a policy of Equal Opportunity