

Background

Akros is a cutting edge organization that establishes data-driven and technologically appropriate systems to improve the health, social and well-being of disadvantaged communities. We pride ourselves in our ground-level knowledge of the service delivery systems where we work, and our ability to provide novel, lasting solutions implemented in developing regions.

General Responsibilities

The EMIS Program Manager will support the Portfolio Lead WASH/EMIS in the planning, coordination, development and ensuring quality implementation of the EMIS program activities. He / she will work with and support the Deputy Program Manager providing necessary technical oversight and guidance to the project team to ensure successful implementation of a provincial wide education management information system platform which meets the needs of all the key relevant stakeholders within the education sector.

The EMIS Program Manager will actively liaise with stakeholders from the donor organization, key actors within central government especially those within the education sector, district and sub-district stakeholders and Akros senior management to facilitate the realization of program objectives and set targets in an efficient and effective manner.

Specific Responsibilities

1. Develop the development of necessary project management tools, guidelines, protocols, work plans and program reports.
2. Supervise and monitor performance of project staff and ensuring that they actively contribute to the realization of program objectives and targets.
3. Develop a collaborative working relationships with key stakeholders especially those within the education sector to ensure that project activities are highlighted and good relationships established.
4. Coordinate all EMIS implementation and supervision efforts at national, provincial and district levels.
5. Monitor EMIS project progress through the set up information management system, quickly identifying implementation issues and backstopping field staff to resolve any bottlenecks that might occur.
6. Routinely assess whether project activities are sufficient to achieve programmatic outcomes; and swiftly develop and validate alternate strategies if not.
7. Back-stop the project team including the Deputy Program Manager and Surveillance Officers (SO's) to ensure individual implementation efforts are in line with programmatic objectives and outcomes.
8. Participate in EMIS-related advocacy events at the national, provincial, district and community levels as may be necessary.
9. Manage team relationships and group dynamics, and implement performance management processes for all program staff.
10. Manage advance requests and ensure all expenditures are in line with set budgets. Accurately forecast expenditures and ensure that necessary financial and accountability guidelines are adhered to.

11. Liaise with the Deputy Program Manager to ensure effective and efficient program delivery and provide detailed reports to the Portfolio Lead.
12. Conduct routine field-visits with SO's to monitor implementation efforts; provide field-based mentoring to harmonize Akros' supervision approach.

Minimum Qualifications

- Bachelor's degree required in any of the following disciplines; Education, Social Sciences, Information Management, Statistics, Economics, Development Studies. A Master's degree in any of the above fields is highly preferred.
- At least 5 or more years' experience with program management and implementation especially within the Education and/or Information Management Systems within Zambia or the region.
- Experience of working with different stakeholders at the national, provincial or district levels.
- Demonstrable experience of leading a team implementing a clearly defined development related project with the country.
- Self-starter, who can lead other senior colleagues from different backgrounds.
- Excellent technical writing, quantitative and critical thinking skills
- Excellent computer skills with fluency in MS Excel, Word, PowerPoint
- Candidate should be highly productive and internally motivated
- Candidate should work well against complex and challenging delivery schedules
- Candidate should be culturally adaptable and sensitive
- Zambian national preferred

Location, and Term

This position is based in Lusaka, Zambia and will be for a period of 12 months beginning on around July or August. This position will require at least 30% travel within the Copperbelt Province.

Application Instructions

Applications are due no later than 31st June 2017. Candidates will be interviewed on a rolling basis and are encouraged to apply early. To apply, please submit a cover letter and CV with references to careers@akros.com with "**Application: EMIS Program Manager**" as the email's subject line. Please do not submit any other documents apart from what is indicated.