

Catalyst Center Program Lead

Akros – Lusaka, Zambia



Background

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

General Responsibilities

The Program Lead (PL) will provide project management oversight in an upcoming program aimed at driving civic participation through Ward-level Catalyst Centers in two districts of Eastern Province. A Catalyst Center is a Ward-level gathering point that provides free internet access, a community gathering place, and information on government services. The PL will be responsible for ensuring program development, deployment and delivery on time and according to specification. To this end, the PL will interact with (government and donor) clients, quantify client requirements (both in outcomes and methods), translate requirements into clear work plans, assemble teams to complete work, and monitor execution. The PL will be responsible for assessing risks and putting in place strategies to mitigate these risks. The PL will hold project members accountable to key project outcomes and lead the team by way of managing activities towards the establishment and critical use of Catalyst Centers. This position is contingent on successful award of the project to Akros.

The Program Lead will work toward achieving the following project outcomes:

- Expand civic participation to improve the design, provision and oversight of public services
- Strengthen local systems of government by improving information flows from hard to reach rural citizens to local government and traditional authorities
- Strengthen citizen access to government services

Further responsibilities are listed below.

Specific responsibilities:

- Oversee all major project activities.
- Work closely with the program manager to oversee logistical, technical, and administrative aspects of the project.
- Liaise with client and Akros senior management to develop and approve a work plan.
- Liaise with Akros senior management and contractual partners to recruit and deploy resources.
- Develop collaborative working relationships with key stakeholders.
- Schedule, attend, and lead monthly client update meetings.
- Liaise with officials from the Government of the Republic of Zambia and traditional leaders to gain buy in for and coordinate implementation of work.
- Lead development of workplan, PMP, and other contractually required program management documents.
- Monitor data to identify challenges and revise programmatic approaches to meet goals.

- Ensure project activities are sufficient to achieve proposed outcomes; develop and validate alternate strategies if not.
- Ensure program efforts are aligned to approved budgets.
- Hold the project manager and team members accountable to guiding principles and workplan established at the project outset.
- Closely manage sub-contracts to achieve deliverables.
- Directly manage the program manager and other staff, as determined during workplanning.
- Work to support long term sustainability of the project's efforts beyond the funding window.
- Other duties as assigned.

Minimum Qualifications

- Bachelors degree (required) or Masters degree (preferred) in informatics, international development or a relevant field.
- 10+ years experience managing international development programs, including programs that have successfully deployed technology in low-literacy settings.
- Self-starter who will thrive through exemplifying ownership and initiative. Candidate should be highly productive and internally motivated.
- Ability to lead in a multicultural environment and motivate other staff to excel.
- Excellent skills in Excel, Word, Powerpoint.
- Demonstrated ability to establish relationship with government and donor officials.
- Demonstrated ability to work well against complex and challenging delivery schedules.
- Excellent English technical writing skills.
- Ability to speak one or more languages of Eastern Province a plus.

Location, Term and Travel

This position is based in Lusaka, Zambia, is open to either international or local candidates, and will be for a period of 12 months beginning immediately. Extensions may be available contingent upon performance and funding. This position will require roughly 10% travel.

Application Instructions

Applications are due no later than May 11, 2019. 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: Catalyst Center Program Lead" as the email's subject line.