



Role Description

Country Manager

Sport for Development NGO Play it Forward Zambia (PFZ) is seeking an exceptional leader to join our dedicated team in Livingstone. The new Country Manager will oversee all in-country operations, providing visionary leadership and strategic direction. This individual will drive the development and growth of our programmes and non-profit Play it Forward Football Club which helps drive positive social change. Play it Forward currently employs approximately 20 staff who all work from our country office in Livingstone.

Background

Our mission is to empower young Zambians to develop sustainable livelihoods through quality education, health, and football projects. Play it Forward inspires and empowers a whole new generation of young people to take control of their lives. We currently support over 2,500 young people annually, offering programs from health education & HIV testing to literacy, digital skills, mentoring, and support toward higher education and employment. Our support on and off the pitch, ensures that young people emerge from our programmes with new skills to succeed in school, the workforce and in life.

UK Charity Registration Number 1108821

Zambia Non-Profit Registration No. 120170010072

Job Details

Location: Livingstone, Zambia

Salary & Benefits: Competitive

Contract: 2 years minimum

Type: Full-time, in person.

Reports to: Chief Executive Officer (CEO) in UK

To learn more about the work we do visit our website:

<https://play-itforward.org/>

Essential skills and experience

- Minimum of 5 years senior management experience in NGO organisations.
- Degree-level qualification in Social Sciences, Development, Education, Social Work, Sport for Development or similar field.

- Strong and proven leadership and management skills.
- Experience in fundraising, grant writing, and delivering development projects, particularly in education, health and sport sectors.
- Excellent English communication skills, with proficiency in local languages an advantage.
- Experience in managing partnerships and sponsorship with corporate entities.
- Programme management and planning.

Main duties and responsibilities

1. Leadership

Key Deliverable: Demonstrable and inspiring leadership in promoting the values, the vision, mission and goal of PFZ and in the implementation of the Country Strategy.

- Work with the CEO in the UK to lead delivery of the Country Strategy so that PFZ staff are living the organisation's values and achieving the agreed objectives.
- Lead the team in agreeing on Programming, Finance, and Monitoring, Evaluation and Learning (MEL) on each project.
- Safeguarding of all programme participants and gender equality and Inclusion are fully embedded in our programmes.

2. Programme Management

Key Deliverable: Strong project management systems for planning, delivering and evaluating projects for clearly measurable impact.

- Implement robust project management systems from design and inception to evaluation, ensuring compliance with donor expectations and contracts.
- Regularly monitor and compare project performance against targets, deliverables, and budget to ensure accountability.
- Measure and maximize impact through data-driven insights and annual assessments, promoting findings to stakeholders.
- Develop new project proposals based on learning and achievements, involving participants and relevant staff members.

3. Fundraising

Key Deliverable: The organisation grows and sustains enough income to support itself and the beneficiaries that we work with.

- Actively research for potential grants opportunities to identify areas where PFZ can apply for funding.
- Work with the programme's staff and country partners to identify, coordinate, write and submit quality and timely proposals/applications.
- Contribute to the development and implementation of the fundraising strategy.

4. Governance

Key Deliverable: The Board of Trustees of Play it Forward UK and Zambia is a well-functioning, active and useful support for the rest of the organisation.

- Regularly update and involve the Board of Trustees in the work, progress and challenges of PFZ, and support the Chair to convene quarterly meetings.
- Report to Trustees on a regular basis against the organisational strategy, targets and budget and ensure that PFZ complies with the high standards of good governance.
- Ensure that PFZ operates within the terms and conditions of all legal agreements with the Zambian Government.

5. Organisational Development

Key Deliverable: PFZ continues to grow in capacity including the quality of projects, finances, human resource, new project opportunities and in strategic partnerships.

- Increase the overall income of the organisation by securing new funding of projects through in-country and external funding initiatives.
- Identify technical capacity gaps, and take action to fill them wherever possible through training or recruitment.
- Establish, develop and maintain excellent working relationships with key stakeholders, partners and donors in-country.

6. Financial Management

Key deliverable: Ensure financial controls are adhered to and hold staff accountable for expenditure and financial reporting.

- Ensure that there is a robust internal control environment, including sound policies and procedures that safeguard staff and the assets of the organisation and funding partners.
- Evaluate and make any necessary changes to the cost base of the organisation with a view to ensuring the greatest impact and value for money.
- Ensure that established policies and procedures on HR, administration, finance, and programmes are understood by staff, implemented and regularly reviewed.

7. Performance Management

Key Deliverable: Create and implement a performance management system across the organisation.

- Develop and maintain an organisational culture of learning and reflection leading to positive changes in programme delivery.
- Ensure all managers within the organisation have the capacity to be able to support their teams and provide clear personnel development plans and targets.
- Conduct annual appraisals based on personal objectives and targets to align with organisational strategic goals.

8. Human Resources

Key Deliverable: PPFZ is a healthy and safe environment and that it is fully staffed with properly trained and skilled members who are supported to achieve the best they can for the participants and the organisation.

- Our team is motivated, skilled, relevant and our organisation is effective, efficient and compliant with the policies, standards and expectations of Play it Forward UK
- Ensure that Health and Safety is prioritised in every area of PFZ's work, especially in road safety.
- Ensure all key HR policies are living documents that are clearly reflected in the day to day work of the organisation.
- Ensure internal employee wellbeing is reviewed and supported throughout all PFZ's work and activities. Create space and time to explore and develop the wellbeing and team dynamic of direct line reports and lead by example.

How to apply

We welcome applications from people of all ages (over 18) and backgrounds who have the skills and experience to help strengthen our team.

Please submit your CV along with a cover letter of no more than one A4 page outlining your suitability for the role to workwithus@play-itforward.org.

Due to the high number of applications received, only short-listed applicants will be contacted.

The application deadline is the 9th February 2025.

Play it Forward is fully committed to ensuring the safety and well-being of all children, young people and adults at risk (vulnerable groups) that are in our care or attending our premises. Applicants must be willing to undergo background checks appropriate to the post, including checks with past employers. The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and beneficiaries.