



**The Republic of Zambia**  
**MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT**

**ZAMBIA DEVOLUTION SUPPORT PROGRAMME (ZDSP)**

**JOB ADVERTISEMENT**

**October 2025**



## EMPLOYMENT OPPORTUNITIES

### BACKGROUND

The Government of the Republic of Zambia (GRZ) entered into a Financing Agreement (FA) with the World Bank through a USD 210 million credit facility for the implementation of the Zambia Devolution Support Program (ZDSP) for the period 2023 to 2028. The Program aims to strengthen the financing, institutional performance, and accountability of Local Authorities in Zambia. It is operationalized through the Program for Results (PforR) at US\$195 million and Investment Project Financing (IPF) at US\$15 million. The PforR component focuses on four key result areas: (i) capital grants to Local Authorities, (ii) strengthened public financial management, transparency, and accountability of Local Authorities, (iii) strengthened fiscal framework for devolution, and capacity building for Local Authorities. IPF component provides input-based technical assistance, capacity building, monitoring and evaluation and project management support.

### Project Implementation Structure

The Program is being implemented through various implementing agencies that will contribute towards the achievement of the overall Program development objective, specific Disbursement Linked Indicators (DLIs) /Disbursement Linked Results (DLRs), in addition to specific activities financed under the IPF. The implementing agencies are:

- a. *Ministry of Local Government and Rural Development (MLGRD),*
- b. *MLGRD – Chalimbana Local Government Training Institute*
- c. *Decentralization Secretariat,*
- d. *Ministry of Finance and National Planning (MoFNP) (Budget Office and Accountant General),*
- e. *Office of the Auditor General (OAG),*

- f. *Local Government Service Commission (LGSC),*
- g. *Zambia Public Procurement Authority (ZPPA); and*
- h. *Town, Municipal and City Councils.*

**Program Management Unit (PMU)**

**PMU Management Structure**

PMU of ZDSP shall comprise the Program Coordinator, Financial Management Specialist, Procurement Specialist, Environmental Safeguards Specialist, Social Safeguards Specialist Monitoring and Evaluation Specialist.

The PMU will take the lead coordinating role to support the implementation of the Program, including both the PforR and IPF components.

**The Ministry invites suitable applicants from the general public to fill up the position under the Zambia Devolution Support Program.**

**Proposed Job Profile**

**i. PROGRAM COORDINATOR (1)**

The Program Coordinator will ensure that the Implementing Agencies, as described above, receive the necessary support to implement their identified roles under the Program in a timely manner and to the quality required. The Program Coordinator will ensure that this objective is achieved in full compliance with the national and World Bank instruments that govern the Program. **Description of Assignment**

To lead the PMU on operational management and coordination for the successful execution of the Program. This includes the daily responsibility to manage, coordinate and support IAs for quality and timely implementation of their role under the Program for the delivery of results in accordance with Program documents and agreed Annual Work Plans and Budgets. Specific tasks and areas of accountability are as follows:

TASK	PRINCIPAL ACCOUNTABILITY
<p><b>1. General Program Management and Administration</b></p>	<ul style="list-style-type: none"> <li>• Fulfil the role of secretariat for the Program Steering Committee (PSC) meetings;</li> <li>• Report regularly to the Director of Planning and Information to provide timely updates to the Permanent Secretary (MLGRD) and other entities as required on program planning, implementation, monitoring;</li> <li>• Report on the timely planning and implementation of all Program- activities and instruments (both PforR and IPF)</li> </ul>

	<p>in accordance with the rules and regulation of the World Bank and the GRZ.</p> <ul style="list-style-type: none"> <li>• Lead the effective and efficient utilization of human, financial and other material resources entrusted to the PMU;</li> <li>• Organize regular PMU management team meetings;</li> <li>• Organize Program performance review missions and meetings with all relevant Implementing Agencies and relevant stakeholders.</li> </ul>
<p><b>2. Staff building capacity performance and management</b></p>	<ul style="list-style-type: none"> <li>• In coordination with the MLGRD human resources department, oversee the selection, contracting and contract monitoring of all PMU staff;</li> <li>• Review the individual work plans and development plan to enhance capacity and evaluate performance;</li> <li>• Directly supervise and support all PMU specialists to ensure that they remain on track with their tasks.</li> <li>• In coordination with the MLGRD human resources department, monitor all PMU staff performance.</li> <li>• Ensure that all PMU staff are fully aligned with all the GRZ and World Bank guidelines.</li> </ul>
<p><b>3. Stakeholder engagement</b></p>	<ul style="list-style-type: none"> <li>• Ensure the preparation and implementation of the Stakeholder Engagement Plan (SEP)</li> <li>• Support the Director of Planning and Information to lead he engagement with Implementing Agencies, including assisting with the identification of technical assistance linked to the achievement of DLIs/DLRs and the development and implementation of Activity Concept Documents;</li> <li>• Support and help the Director of Planning and Information to build synergies and capacity among Implementing Agencies and other stakeholders;</li> <li>• Facilitate strategic or program-related dialogue between PMU staff and all stakeholders;</li> <li>• Support the Director Planning and Information to lead meetings/workshops/conferences with implementing agencies and stakeholders,</li> <li>• Coordinate a timely response to queries by stakeholders or other interested parties on the program.</li> </ul>

<p><b>4. Implementation, Monitoring and Reporting</b></p>	<ul style="list-style-type: none"> <li>• Monitor, in collaboration with Implementing Agencies, progress towards the achievement of DLIs/DLRs, any potential gaps in performance and identify any needs for technical assistance in order to achieve the DLI/DLR;</li> <li>• Ensure that activities under the IPF are well-aligned and support the achievement and progress of DLIs/DLRs and other Program indicators;</li> </ul>
<p><b>TASK</b></p>	<p><b>PRINCIPAL ACCOUNTABILITY</b></p>
	<ul style="list-style-type: none"> <li>• Lead and coordinate the preparation of forecasts of program-wide expenditure and planned activities to ensure sufficient government budget is allocated for Implementing Agencies to achieve DLIs/DLRs;</li> <li>• Ensure the timely preparation and approval of the AWPB for proposed activities under the IPF component;</li> <li>• Ensure timely implementation and full compliance with World Bank financial management, procurement and environmental and social safeguards policies, guidelines and regulations;</li> <li>• Monitor the implementation of the Program Action Plan (PAP) and ensure progress reports are provided to the PSC and the World Bank;</li> <li>• Work closely with the Director of Planning and Information to ensure that adequate systems are in place to gather data and information for program M&amp;E, including early identification of inadequate progress towards DLI/DLR achievement;</li> <li>• Ensure quality in the process of developing ToRs/specifications and integrity in the recruitment of consultants and contractors;</li> <li>• Ensure the suitable support and supervision of consultants and contractors and review all deliverables and reports of consultants and contractors before payment authorization;</li> <li>• Monitor, in collaboration with Implementing Agencies, the identified or emerging risks and organize mitigation as necessary;</li> <li>• Day-to-day monitoring of risks and risk management plans to minimize program risks and propose and manage any changes to the program scope, program schedule and program costs using appropriate verification techniques, and subject to the approval of the Project Steering Committee (PSC) and the World Bank;</li> <li>• Ensure timely preparation and submission of all reports on Program implementation.</li> </ul>

<b>5. Communication</b>	<ul style="list-style-type: none"> <li>• Monitor and recommend to the Director of Planning and Information the clear dissemination of information on program implementation and performance;</li> <li>• As needed, serve as the main point of contact with the media.</li> </ul>
<b>6. Any other Duties</b>	<ul style="list-style-type: none"> <li>• Perform such other duties as may be assigned by the Director of Planning and Information, PS, MLGRD and the PSC.</li> </ul>

**Qualification, Experience and Key Attributes**

- Minimum of Master’s degree in Economics, Development Studies or equivalent
- At least ten years of professional experience at a comparable level and environment.
- Strong project/program management experience. Prior work as a component manager or project coordinator of a Bank or other donor funded program that was successfully implemented will be an advantage.
- Experience in leading teams and prior work experience in public sector reforms will be an advantage
- Ability to build and manage effective collaboration across teams and all program stakeholders.
- High level of professional and personal integrity with a track record of accountability and effective decision-making.
- Proven ability to work both independently and collaboratively in a team, with a track record of delivering results.
- Strong communication and interpersonal skills including the ability to prepare, review and deliver reports and presentations to a wide range of stakeholders.
- Good problem solving and organisational skills including the ability to work under time pressure and meet deadlines.
- Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages required by the Office

**REPORTING LINE:** The Program Coordinator will report to the Director, Planning and Information, MLGRD

**Duration of the Assignment:** The Program Coordinator contract is for an initial period of two-years subject to extension based on satisfactory performance.

**Performance Assessment:** The Project Coordinator will be subject to appraisal every 6 months over the life of the Program.

**Mode of Application:** Applicants should address their applications to:

The Permanent Secretary-Administration Ministry of Local Government and Rural Development, P.O Box 50027, United Nations Road, LUSAKA

**Soft copy applications will be Submitted to [Ps@mlgrd.gov.zm](mailto:Ps@mlgrd.gov.zm) and copied to <director HR email> not later than 17<sup>th</sup> October, 2025.**