



Job Vacancies: Finance Officer and Programs Officer (Part-Time)

Location: Zambia | Application Deadline: [4th November 2024]

Duration: 1 Year and 6 Months (Part-Time, 3 Days per Week)

Women Environs in Zambia (WEZ) is a dynamic organization committed to empowering rural women through environmental management, sustainable development, and the promotion of women's rights. We are currently seeking to hire motivated and qualified individuals to fill two part-time positions: Finance Officer and Programs Officer.

1. Position: Finance Officer

Contract: Part-Time (1 Year and 6 Months)

Working Days: 3 days per week

Job Summary:

The Finance Officer will be responsible for managing and maintaining accurate financial records, ensuring compliance with financial policies, and supporting WEZ's financial operations to promote transparency and efficiency.

Key Responsibilities:

- Manage and monitor financial transactions, ensuring proper documentation.
- Prepare monthly, quarterly, and annual financial reports.
- Develop and monitor budgets for projects and activities.
- Ensure compliance with donor and organizational financial policies.
- Process payments, invoices, and staff allowances.
- Support audits and provide financial data as needed.

Qualifications and Skills:

- Diploma in Accounting, Finance, or related field.
- Minimum of 2 years of experience in a similar role.
- Proficiency in financial software (e.g., QuickBooks) is an added advantage.
- Strong organizational and analytical skills.
- Knowledge of donor funding and reporting requirements is a plus.

2. Position: Programs Officer

Contract: Part-Time (1 Year and 6 Months)

Working Days: 3 days per week

Job Summary:

The Programs Officer will coordinate and oversee the implementation of various WEZ projects. They will work closely with stakeholders to ensure that all programs align with the organization's mission and objectives.

Key Responsibilities:

- Plan, coordinate, and monitor WEZ programs and projects.
- Engage with community stakeholders and local partners.
- Prepare progress reports and presentations for donors and stakeholders.
- Assist in developing program proposals and fundraising initiatives.
- Ensure programs align with WEZ's mission and strategic objectives.

Qualifications and Skills:

- Diploma in Development Studies, Project Management, or related field.
- Minimum of 2 years of experience working with NGOs or in community development.
- Strong interpersonal and communication skills.
- Experience in monitoring and evaluation is an added advantage.
- Ability to work independently and as part of a team.

Remuneration:

Competitive part-time compensation will be offered based on qualifications and experience.

How to Apply:

Interested candidates are invited to submit their CV, Cover Letter, and Copies of Certificates to womenenvirons@gmail.com by 4th November 2024. Please include the position you are applying for in the subject line (e.g., "Application for Finance Officer").

For more information, visit our website: www.womenenvirons.com