SCECSAL Secretariat

Volunteer - Programme Officer (Finance and Administration)

(Post Number: SSV 04)

Closing Date Extended: 14 August 2026

Under the direct supervision of the SCECSAL Secretary-General, the Programme Officer (Finance and Administration) will be responsible for the following duties, among others:

a) Support the Secretary-General in the management and administration of SCECSAL finances.
b) Perform a wide range of administrative, coordination, and logistical services in support of the operations of the SCECSAL Secretariat, SCECSAL Management Board and the SCECSAL General Assembly.
c) Manage SCECSAL information databases including the SCECSAL member Associations' and partner organizations' contact information/databases.
d) Assist the Secretary-General in managing the SCECSAL archives.
e) Act as the primary point of contact with the SCECSAL member Association hosting the SCECSAL Secretariat.
f) Contribute to the development of SCECSAL budget and forecast.
g) Report periodically on the status of budget implementation and propose possible revisions.
h) Assist the Secretary General in recording, up-dating and monitoring expenditure in accordance with SCECSAL's internal control rules and procedures.
i) Undertake procurement of goods and services in keeping with the SCECSAL's rules and procedures.
j) Any other tasks assigned by the SCECSAL Secretary-General.

Minimum Qualifications

- A higher degree, or its equivalent, in library or information science or a related field. Additional qualifications in business administration, management, public administration, or in a related field, will be an added advantage.
- Five years of relevant experience in administration, management, or finance.
- Proof of membership in the **Library and Information Association of Zambia (LIAZ).**
- Reliable phone and internet connection. Access to computer**.**
- Able to commit a minimum of five (5) hours per week to SCECSAL related work.

Knowledge and Skills

- Proven experience in financial management and administration.
- Strong written and verbal communication skills in English.
- Ability to work in a multicultural environment, both independently and as part of a team, with the ability to set priorities and meet tight deadlines.
- Results-oriented with the ability to set priorities and meet tight deadlines.

Note: This position is open only to applicants from Zambia, in accordance with the governance structure adopted by the SCECSAL General Council on 24 April 2024, which reserves this post for individuals residing in the country where SCECSAL is registered.

How to apply

Applications, including a cover letter of motivation and a resume detailing your most relevant work experience, and knowledge and skills, and academic qualifications should be sent by **15:00 GMT** on ~~7 August 2026~~ **14 August 2026** via email to:

The Secretary General
SCECSAL
c/o Zambia Library Service
Haile Selassie Road, Longacres
Lusaka 10101, Zambia
Email: secretariat@scecsal.org

Only shortlisted candidates will be contacted.

SCECSAL applies a policy of equal opportunities, respects diversity, and strives to maintain gender balance.