



SCECSAL Secretariat

Volunteer - Programme Officer (Programmes and Projects)

(Post Number: SSV 02)

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

- a) Develop and coordinate implementation of SCECSAL programmes and projects.
- b) Coordinate programmes and projects reviews and prepare impact evaluation or equivalent studies.
- c) Design and coordinate implementation of SCECSAL capacity development initiatives.
- d) Develop and maintain regular consultations with SCECSAL programmes and project' stakeholders.
- e) Prepare briefings and reports on SCECSAL programmes, projects and capacity development initiatives.
- f) Represent the Secretary-General at meetings with programmes/projects' funders.
- g) Represent the Secretary-General on SCECSAL Conference Organising committees.
- h) Assist the Secretary-General in preparing technical documents, concept notes, policy documents and guidelines on issues key to SCECSAL business and operations.
- i) Assist the Secretary-General in managing the bidding process for hosting SCECSAL conferences using the guidelines approved for this purpose.
- j) Any other tasks assigned by the SCECSAL Secretary-General.

Work location

- Virtual assignment - Volunteer from home.

Minimum requirements

- A higher degree, or its equivalent, in library or information science or a related field. Additional qualifications in programme or project management, development studies, monitoring and evaluation, etc., will be an added advantage.
- At least five years of relevant experience in programme or project management, or in designing and delivering capacity development initiatives.
- Proof of membership in a SCECSAL member Association.
- 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

- Very good knowledge of the library and information service environment in the SCECSAL region.
- Knowledge of the Logical Framework Approach and Project Cycle Management.
- Strong written and verbal communication skills in English. Knowledge of French or Portuguese will be considered an advantage.
- Ability to build effective relationships with stakeholders.
- Ability to work in a multicultural environment, both independently and as part of a team.
- Results-oriented with the ability to set priorities and meet tight deadlines.

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** 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.