SCECSAL Secretariat

Volunteer - Programme Officer (Programmes and Projects)

(Post Number: SSV 02)

Closing Date Extended: 14 August 2026

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~~ **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.