VACANCY NOTICE

Job Title: Programs Officer
Location: Harare, Zimbabwe
Job Type: Fixed Term/Contract-based with the possibility of extension

About Us:
NANGO is a dynamic membership-based association dedicated to coordinating Civil Society Organisations (CSOs), strengthening CSO capacity, fostering an enabling environment for CSOs, and leading CSO efforts on policy advocacy in Zimbabwe. Our mission is to support and strengthen CSOs in their work promoting socio-economic development, social justice, human rights, and sustainable impact.

Position Overview:
NANGO is seeking a proactive and organized Programs Officer to provide project assistance across our programs. This junior-level position will report to the Senior Programs Officer and play a crucial role in supporting project implementation, assisting with documentation, and coordinating activities to ensure project success. The ideal candidate will have a background in project assistance and a keen interest in the CSO sector, particularly in advancing socio-economic development, advocacy, and human rights.

Key Responsibilities:
- Provide day-to-day project support, including coordination of program activities, scheduling, and logistical arrangements.
- Assist in tracking project deliverables and timelines to ensure that programs are executed on time and within scope.
- Support the Senior Programs Officer in preparing documentation, drafting reports, and organising materials for presentations and meetings.
- Work closely with Regional Coordinators and the Communications Team to gather data and assist in harvesting results for internal and external reporting.
- Coordinate communication with stakeholders, ensuring updates are shared in a timely and effective manner.
- Maintain organised records of program activities, reports, and related documentation for easy access and reference.

Qualifications and Experience:

- Bachelor's degree in Development Studies, Social Sciences, Project Management, or a related field.
- At least 2 years' experience in program support or project assistance, preferably within the NGO sector.
- Familiarity with project management and coordination tasks, and a basic understanding of M&E principles.
- Experience working in cross-functional teams and collaborating with diverse stakeholders.
- Understanding of Zimbabwe's CSO sector and socio-economic development issues is an added advantage.

Skills and Competencies:

- Strong organizational skills with attention to detail in managing project documentation and deliverables.
- Good written and verbal communication skills to effectively support program reporting.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Team player with a proactive approach to supporting colleagues and project objectives.

How to Apply:

If you are passionate about supporting CSOs and eager to contribute to impactful projects, please submit your CV (with not more than 2 pages and at least three contactable referees), a cover letter detailing your relevant experience, and scanned copies of your academic qualifications to recruitment@nangozim.org cc ngorecruitmentzw@gmail.com by **Monday 25 November 2024**. Please ensure the subject line of your email clearly states the position you are applying for, followed by the year. For example: **"Application for Programs Officer- 2024."** Please note that, in line with our policies, a rigorous due diligence process and comprehensive background check will be conducted on shortlisted candidates.

Non-Discrimination Statement:

We are an equal opportunity organization committed to creating an inclusive and diverse workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or disability. We value diversity within our team and treat all applications with fairness and respect.

Join us in empowering CSOs to create a lasting impact on Zimbabwe's development and civic space!