

VVOB - Education for Development – Project Coordinator

Project Coordinator Vacancy

VVOB – education for development is an international non-profit organisation with over 40 years' experience in strengthening the quality of education systems in Africa, Asia and South America in close partnership with ministries of education and their institutions. Our head office is based in Brussels, Belgium.

We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

We are looking for a **Project Coordinator** who will operate from our office in Lusaka, Zambia.

Key Responsibilities

- You **supervise** the education advisor role, providing guidance and managerial advice to your direct reports. You are end responsible for the performance management of your direct reports.
- You ensure **good project management**, including amongst others: planning, budgeting, monitoring, and a timely realization of key milestones and final project outcomes.
- You **advise, guide, motivate and support colleagues of the project team** in their work to contribute to project results.
- You identify and **communicate needed project-related info** towards a wide range of stakeholders (partners, donors, internally and externally)
- You offer **technical advice, guidance, and support** to favor capacity development and project
- Ensure good project management, including amongst others: planning, budgeting, donor compliance, monitoring, donor reporting and a timely realization of key milestones and final project outcomes.
- Be the link between the VVOB management team, technical (project) teams, ministry provincial and district teams, the MEAL team and the operations team for all Project activities. You ensure that all staff are involved, listened to, advised, supported and guided.
- Manage, advise, motivate and support colleagues of the project team in their work to contribute to project results.
- Identify and communicate relevant project-related information towards a wide range of stakeholders (partners, donors, internally).

- Work in close collaboration with the Education Manager to offer technical advice, guidance and support to facilitate capacity development and project results.
- A fixed- term contract, and potential extensions subject to funding
- 25% gratuity at year's end
- In-patient and out-patient medical package for you and your legal dependents (as proven by marriage certificate and birth certificate(s))
- Education allowance for your legal children
- Transport allowance and housing allowance in line with the Zambian employment legislation
- Supportive environment enabling continuous professional development