

## Role Title

Projects Officer

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Grants	PB4	Lusaka	4 Years	Projects Manager

## Role purpose

To support the direct and indirect delivery of a portfolio of large scale and local programmes/projects, increasingly through partnership key accounts, to meet the British Council's objectives and targets and partner expectations in Zambia.

To support a network of internal and external service providers and partners to meet all programme/project targets.

## About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## Geopolitical/SBU/Function overview:

British Council Zambia has a team of two projects staff who deliver our portfolio of programmes/projects in education, society and English. As well as working in the main conurbations and their surrounding areas, we aim to work in all provinces, including rural environments, to create international opportunities for and links between the people of the UK and Zambia.

We aim to increase our impact by working more closely with partners and putting a new focus on finance/business improvement.

## Main opportunities/challenges for this role:

The role will provide opportunities for networking  
Some unsocial hours, weekend work and travel may be required.

## Main Accountabilities:

In line with British Council's Equal opportunities and Diversity, Child Protection and other relevant corporate policies:

**Programme/Project delivery:** To provide support for programmes/projects and organise events to a high standard and to deadline. To support relationship management with public and private sector partners to increase impact, influence and income. To make arrangements for visitors including booking travel, accommodation and preparing programmes.

**Financial administration:** To provide financial support to the project managers, including raising of purchase orders, getting quotes from suppliers, tracking payments and correcting mis-postings, ensuring project spreadsheets and GANTT charts are up-to-date.

**Result and Evidence Framework (REF):** To administer our monitoring and evaluation tool, REF. Collect and record all data within deadline and according to corporate standards.

**Marketing and Communications:** To ensure that projects are marketed to the highest standards in print (press, publications), digitally (websites, social media, TV, radio) and at events (conferences, workshops, meetings).

## Key Relationships:

### Internal

Country Director, Project Management Team, Regional Programme/Sector Teams, and Country Finance and Resources Team.

### External

Partner networks, funders of /programmes/projects, delivery partners, service providers

## Role Requirements:

Threshold requirements:		Assessment stage
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Passport requirements/ Right to work in country	Must have right to work in Zambia	Shortlisting
Direct contact or managing staff working with children?	Yes IF YES. Appropriate police check	Recruitment
Notes		

Person Specification:		Assessment stage
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### Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Project management qualification or equivalent experience	Recognised University Degree	Shortlisting

## Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>A minimum of 2 years previous proven experience of working on projects.</p> <p>Experience of working to tight deadlines and targets, giving close attention to detail throughout</p>	<p>Experience in event planning &amp; administration</p> <p>Previous work on project related programmes</p>	Shortlisting AND Interview
<b>British Council Core Skills</b>		<i>Assessment Stage</i>
<p><b>Managing Projects level 1</b></p> <p>-works with project management systems/procedures, and has proven track record, as a project team member, of compliance with these.</p> <p><b>Managing Accounts and Partnerships – Level 2</b></p> <p>Works with stakeholders and partners</p> <p>Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p> <p><b>Managing Finance and Resources – Level 1</b></p> <p>- Uses financial systems and processes</p> <p>Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p><b>Communicating and Influencing – Level 1</b></p> <p>- Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.</p> <p><b>Planning and organising (Level 2) - Plans ahead</b></p> <p>Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p><b>Using Technology (Level 1)</b></p> <p><b>Operates as a basic user of information systems, digital and office technology</b></p> <p>Able to use office software and British Council systems to do the job and manage documents or processes.</p>		Shortlisting AND Interview
<b>British Council Behaviours</b>		<i>Assessment Stage</i>
<p><b>Making It Happen (Essential)</b> Challenging myself and others to deliver and measure better results</p> <p><b>Connecting with others (Essential)</b> making regular opportunities to understand others better</p>		Interview

<p><b>Being Accountable (Essential)</b> Delivering my best work in order to meet my commitments</p> <p><b>Working together (essential)</b> Establishing a genuinely common goal with others</p>	
<p><b>Creating Shared Purpose (Essential)</b> Communicating an engaging picture of how we can work together</p> <p><b>Shaping the Future (Essential)</b> Looking for ways in which we can do things better</p>	<p>Not assessed at interview, only in Performance Management</p>
<p><b>Prepared by:</b></p>	<p><b>Date:</b></p>
<p>Ackim Banda, Projects Manager</p>	<p>8 August 8, 2017</p>