

**St John Zambia** is an international non-profit charitable organization that is part of the Order of St John. In Zambia it provides first aid, ambulance and primary health care services through St John volunteers who form the base of most of its activities.



**St John**

Zambia

The organization is seeking the following staff at its National Secretariat Office in Lusaka to implement its programmes. This includes the newly launched Mama Na Mwana programme for reproductive, maternal and child health, and an ongoing programme to train organisations and businesses in high quality first aid.

### **National Coordinator, St John Zambia**

**REPORTS TO:** Vice-Chair of St John Zambia Council

**JOB PURPOSE:** To be responsible for the coordination and implementation of St John Zambia's programmes, the performance of its team, and the smooth functioning of its operations

#### **SPECIFIC RESPONSIBILITIES:**

##### **Ongoing team and operations coordination**

- Manage the St John team (less than ten staff), support the overall team to perform, and supervise the staff members who directly report to the National Coordinator
- Work with the team to coordinate all activities, establish and delegate responsibilities of teams and individuals, and support the team to problem-solve
- Work with staff to recruit, motivate and retain St John Volunteers that are appropriate to the organisation's goals and activities
- Support the St John Council and its committees, by producing relevant information on a regular basis for Council discussions and decisions
- Prepare reports concerning activities, expenses and budgets, organisational issues, and other items affecting programmes and business activities
- Coordinate implementation of St John's policies and procedures (such as staff appraisals), and ensure budget and financial control systems, record keeping, and other administrative controls are in place and followed at all times
- Negotiate or approve contracts with suppliers, customers and other relevant entities

##### **Programme coordination**

- Manage the team's successful implementation of long-term and recently-established programmes (first aid, maternal and newborn health) and upcoming projects (expanding the first aid business)
- Coordinate the development of St John's first aid training business (including its volunteer and paid human resources, and marketing and sales), and ensure its revenue growth to support the organisation's community work
- Coordinate project proposals and other donor relations activities

- Work with programme and finance staff to prepare programme plans and budgets for approval
- Ensure programmes are implemented and regularly reviewed through project plans and budgets, workplans, and project monitoring plans
- Ensure financial and project reporting is complete and on time
- Collaborate with other staff and Council members to represent St John's activities, and ensure good linkages with communities (community members and other stakeholders, relevant authorities, health services, other NGOs) and business stakeholders (first aid customers, suppliers)

### **Organisational improvement**

Collaborate with relevant Council members and staff to:

- Assess the performance of St John's activities according to its objectives and plans
- Identify potential programme improvement, increased cost effectiveness, or operational changes

### **QUALIFICATION AND SKILLS**

- Degree in public health or social science related field and five (5) years relevant experience with development programmes. Master degree an added advantage.
- Other added advantages include: staff management experience; start-up of new projects; successful raising of funds from donors or other sources
- Good oral communication, report writing and presentation skills
- Good computer skills
- Self-motivated and the ability to work with minimum supervision
- Ability to work with others and to maintain compatibility among staff and partners.

### **HOW TO APPLY**

Application deadline is **12:00 noon on Thursday 28 May 2015**

Application letter and brief CV should be:

- emailed to the CEO at [stjohnnationalzambia@gmail.com](mailto:stjohnnationalzambia@gmail.com)
- or sent to PO Box 32617, Lusaka, Zambia
- or hand delivered to St John House in Matero, Lusaka off Commonwealth Road behind Total Filling Station.

***St John Zambia is committed to equality of opportunity and will not discriminate in its employment practices due to an applicant's religion, gender, age, race, colour, national origin or disability. Women and minority groups are encouraged to apply.***