ZEBRA GENERATION

Job Title: Program Officer
Reports to: Program Manager/Executive Director
Location: Moyo

Job Summary

We're seeking a highly skilled Program Officer to join our dynamic team at Zebra Generation. The successful candidate will play a critical role in the strategic planning, implementation, and evaluation of our programs. They will collaborate with cross-functional teams to ensure that our initiatives align with our mission and deliver measurable impact.

RESPONSIBILITIES

Program Development and Management

- Develop and manage program strategies that align with organizational goals and objectives
- Coordinate with stakeholders to ensure timely implementation and delivery of program outcomes

Program Implementation and Oversight

- Conduct comprehensive program evaluations and impact assessments to inform future initiatives
- Prepare and present reports to senior management and external partners on program performance and key metrics
- Facilitate training and capacity-building workshops for team members and partners

Stakeholder Engagement and Communication

- Establish and maintain relationships with key stakeholders, including funders, partners, and community organizations
- Represent Zebra Generation at external meetings, conferences, and events to advocate for our programs and mission

Monitoring and Evaluation

- Analyze program performance data and metrics to inform decision-making and continuous improvement initiatives
- Conduct regular assessments and provide actionable insights to improve program performance and impact

REQUIREMENTS AND SKILLS

- Bachelor's degree in a relevant field (e.g., public policy, social sciences, international development)
- 3-5 years of experience in program management or related roles, preferably in a non-profit or similar sector
- Proven track record of managing complex programs with measurable outcomes
- Strong project management and organizational skills
- Excellent communication and interpersonal abilities
- Ability to work independently and manage multiple projects simultaneously
- Proficiency in project management software and tools (e.g., Asana, Trello)