



COMMONWEALTH LOCAL GOVERNMENT FORUM – ZIMBABWE

JOB DESCRIPTION AND PERSON SPECIFICATION

Position: Project Officer – Stronger Local Authorities for Inclusive and Sustainable Economies (SLAISE) Project

Duty Station: Harare, Zimbabwe, with regular travel within Zimbabwe

Reports to: Country Manager, CLGF Zimbabwe

Contract: Fixed-term, aligned to the SLAISE project implementation period, subject to satisfactory performance and continued project funding

1. Background

The Commonwealth Local Government Forum (CLGF) Zimbabwe works with government, local government associations, local authorities, development partners, civil society, academia, traditional leaders and the private sector to support effective, inclusive and development-oriented local government.

The **Stronger Local Authorities for Inclusive and Sustainable Economies (SLAISE) Project** is an EU-supported programme aimed at strengthening local government governance, institutional and fiscal capacity, citizen participation and inclusive local economic development.

2. Purpose of the position

The Project Officer will be responsible for the **day-to-day coordination, implementation, monitoring, documentation and reporting of SLAISE project activities**.

The position requires a highly organised, proactive and confident professional who can coordinate multiple activities and stakeholders, maintain implementation momentum and produce clear, high-quality project reports and documentation.

3. Key duties and responsibilities

The Project Officer will:

1. **Plan and coordinate project implementation**, including workplans, activity schedules, workshops, training, consultations, field visits and other project activities.

2. **Coordinate local authorities and project partners**, maintaining regular communication, following up agreed actions and ensuring activities and deliverables are completed on time.
3. **Monitor project progress and results**, including outputs, indicators, activity targets, implementation risks and collection of supporting evidence from participating local authorities and partners.
4. **Lead project documentation and reporting**, including preparation of activity, monthly, quarterly and annual reports, briefs, concept notes, terms of reference, presentations, minutes and correspondence.
5. **Support project administration and compliance**, including activity budgets, procurement documentation, expenditure tracking, project filing, communications, visibility and timely identification of operational or compliance risks.

4. Qualifications and experience

Essential

- A university degree in development studies, public administration, local governance, political science, economics, project management, social sciences or another relevant discipline.
- At least **three years' relevant professional experience** in project implementation, programme coordination, governance, development or local government.
- Experience coordinating multiple activities, stakeholders and deadlines.
- Experience organising workshops, consultations, training programmes and field activities.
- Demonstrated experience in project monitoring and report writing.
- Excellent written and spoken English.
- Strong ICT skills, particularly Microsoft Word, Excel and PowerPoint.
- Ability to work with limited supervision and travel regularly within Zimbabwe.

Desirable

Experience in Zimbabwe's local government sector, EU-funded programmes, decentralisation, local government finance, digitalisation, citizen participation, local economic development, agricultural value chains, biodiversity or trade facilitation will be an advantage.

5. Knowledge, skills and personal attributes

The successful candidate should demonstrate:

- Excellent writing, editing and report preparation skills.
- Strong planning, organisation and time-management skills.
- Ability to manage several activities and deadlines simultaneously.
- Strong stakeholder coordination and communication skills.
- Confidence in engaging government officials, council executives and development partners.
- Ability to analyse project information and identify implementation problems.
- Initiative and ability to work independently with appropriate supervision.
- Attention to detail and consistent follow-through on agreed actions.
- Sound judgement, diplomacy, integrity and confidentiality.
- A strong focus on delivery and results.

6. Performance expectations

Performance will be assessed primarily against:

- Timely delivery of approved project activities and outputs.
- Quality and timeliness of project reports and documentation.
- Accuracy of monitoring information and supporting evidence.
- Effective coordination and follow-up with local authorities and partners.
- Compliance with approved workplans, budgets and project procedures.
- Timely identification and reporting of implementation risks.

7. Working relationships

The Project Officer will work closely with the Country Manager, CLGF Zimbabwe staff, CLGF headquarters and regional colleagues, consultants and technical specialists.

External relationships will include government ministries and departments, the European Union Delegation, local government associations, participating local authorities, traditional leaders, civil society, academia, private-sector organisations and service providers.

8. Equal opportunity and safeguarding

CLGF Zimbabwe is committed to equal opportunity, inclusion, integrity and respectful working relationships. The successful candidate will be required to comply with CLGF policies on safeguarding, prevention of sexual exploitation, abuse and harassment, anti-fraud, confidentiality, conflicts of interest and responsible use of organisational resources.