

Project Coordinator for the Lung Cancer Control Program (LCCP)

Access to Health Zambia (A2HealthZ), formerly Catholic Medical Mission Board Zambia (CMMB Zambia), is a faith-based, local organisation whose mission is to provide long-term, cooperative medical and development aid to communities affected by poverty and healthcare issues. Access to Health Zambia is inviting applications from suitably qualified individuals with relevant experience for the following key position aimed at contributing to the strategic vision of the Lung Cancer Control Program (LCCP).

The LCCP is dedicated to addressing the growing burden of lung cancer in Zambia, particularly focusing on high-risk factors such as smoking and exposure to carcinogens like asbestos and silica. The project aims to establish strong cancer surveillance systems, community-led lung health screening, and partnerships with Ministries of Health to improve early diagnosis and treatment outcomes.

Job Title: Project Coordinator

Location: Kabwe, Zambia

Reporting To: Project Lead / Principal Investigator

Contract Duration: 15 months (with potential extension based on phase II)

Job Overview

The Project Coordinator will play a critical role in the successful planning, implementation, and monitoring of the project. She/he will coordinate activities between various stakeholders, including healthcare professionals, community health workers, local government agencies (particularly the Ministry of Health), and community organizations. The Project Coordinator will ensure that project activities align with program goals, are completed on time, within budget, and meet quality standards.

Key Responsibilities

- Oversee the execution of project activities, including securing ethical approvals, developing protocols, and ensuring compliance with local regulations.
- Build and maintain relationships with key stakeholders, ensuring effective communication and engagement between the Ministry of Health, community organizations, and healthcare providers.
- Design and implement training programs for healthcare workers and Community Health Workers (CHWs) to improve capacity and integrate cancer awareness into existing health initiatives.
- Develop and maintain frameworks for assessing project outcomes, collecting and analyzing data, and reporting on progress toward objectives.

- Assist in budget management, monitor project expenditures, and prepare financial and narrative reports to ensure transparency and accountability.
- Lead initiatives to engage community members, fostering local ownership of project activities and ensuring sustainability post-implementation.
- Coordinate the establishment and strengthening of population-based cancer registries (PBCR) and enhance existing cancer surveillance systems.
- Collect, analyze, and report on project outcomes, specifically focusing on lung cancer prevalence and metrics related to community engagement.
- Prepare progress reports, presentations, and disseminate findings through community outreach, workshops, and publications to inform policy and practice.
- Implement feedback mechanisms to adapt project activities based on evaluation findings, ensuring continuous improvement and responsiveness to community needs.

Qualifications and Experience

- Bachelor's degree in public health, Clinical Medicine, Nursing, or a related field.
- Minimum of 3-5 years of project management experience in public health, preferably in cancer control or chronic disease management.
- Strong understanding of cancer surveillance, community health programs, and healthcare systems in Zambia.
- Proven experience in stakeholder engagement, community mobilization, and capacity building.

Technical and Interpersonal Skills

- Excellent organizational and leadership skills, with the ability to manage multiple tasks and deadlines.
- Proficient in data analysis and reporting, with experience using project management software.
- Strong written and verbal communication skills in English; proficiency in local languages is a plus.
- Ability to work independently and as part of a diverse team in a challenging environment.

Applicant instructions

All interested candidates who meet the above criteria are encouraged to send their application letters with copies of their most recent curriculum vitae with at least three traceable references to cmmbzamhr@cmmb.org. The closing date for receiving applications is 10th December 2024.

Only shortlisted candidates will be contacted for an interview.

Access to Health Zambia (A2HealthZ) is committed to the prevention of harm, and to promoting the health and wellbeing of children and vulnerable adults. All A2HealthZ Staff, partners, volunteers, beneficiaries and affiliates are expected to abide by ALL A2HealthZ safeguarding policies. A2HealthZ is an equal opportunity employer.