



Development Gateway Job Description: Zambia Country Lead (Consultant)

The Organization You Want to Work For

[Development Gateway \(DG\)](#) is an international nonprofit organization that creates innovative information management and data visualization technology, implements data-focused programs, and conducts research and evaluation to further sustainable development. We are a creative and dynamic group of people based around the globe. We value hard work, innovative thinking, a commitment to teamwork, and a good sense of humor.

DG is implementing a three-year program funded by the Bill and Melinda Gates Foundation. The program - Tobacco Control Data Initiative (TCDI) - will be implemented in up to eight African countries, including in Zambia. The first TCDI country, South Africa, already has a working TCDI website, as can be viewed [here](#). The purpose of the program is to understand the respective countries' tobacco data needs, identify existing data, confirm gaps in available tobacco data, collect new data to fill those gaps and develop an online resource to enable policy makers to use essential data to inform policy. Although this program is focused on tobacco A background in tobacco control research is advantageous, but not required.

We are a creative and dynamic group of people based around the globe. We value hard work, innovative thinking, a commitment to teamwork, and a good sense of humor. This position is based in Lusaka, Zambia, though arrangements are flexible during COVID-19 while many individuals work remotely. Ability to live and work legally in Zambia is required.

The Elevator Pitch

The Zambia Country Lead (Consultant) is responsible for managing client relationships and overseeing progress on the Tobacco Control Data Initiative project. In this role, you will manage local partners, support product innovation, and support assessments of systems and user needs. A wide degree of creativity, latitude, and responsibility is expected.

The Work You Get to Do

Stakeholder Relationship Management (40%)

- Builds relationships with national and subnational government ministries, civil society organizations, and/or private sector partners to promote engagement in the program

- Coordinates with key client stakeholders to ensure project buy-in, especially through necessary logistics and in-person meetings.
- Provides input to broader TCDI team on political nuance and Zambian cultural context
- Meets with stakeholders as required to gather additional information

Project Management and Implementation (30%)

- Provides insight and thought leadership to enable the program team to navigate the tobacco stakeholder landscape and regularly update the TCDI team on the progress made and challenges.
- Works closely with the Zambia Project Manager, maintains an understanding of all big-picture items for Zambia implementation and helps to ensure successful and timely implementation in the country.
- Conducts in country assessment planning, execution and analysis in collaboration with the PM.
- In conjunction with the Zambia Project Manager, writes reports, prepares and conducts presentations, and contributes to relevant project documents, such as minutes from partner meetings, assessments, and back-to-office reports, etc.
- In conjunction with the Zambia PM, manages all administrative tasks, including kicking off the project, serving as the main point of contact for in-country stakeholders (Ministry of Health, civil society organizations), and scheduling meetings, organize workshops as necessary.

Data Analysis (30%)

- Provides assistance to the Data Manager in the search for data.
- Reviews suggested data sources provided by country and data teams
- Uses data analysis and data visualization skills as needed to communicate ideas via written drawings, quick electronic drawings, etc., as needed.

The Education and Experience You Have and We Need

- Master's degree preferred; Bachelor's required. Candidates from academic majors including health, development aid, data for international development are encouraged to apply.
- 5+ years' experience in project implementation, technology development, or data for international development. Experience working with governments and NGOs preferred.
- Experience in non-communicable disease or tobacco control desired.
- Fluency in English required.
- Proven track record of managing client relations in a global environment.
- Experience working in tobacco control or other non-communicable diseases preferred
- Data analysis experience is a plus.

Gourmet chefs welcome, but more importantly:

- You have effective project implementation and presentation skills. You enjoy getting things done while keeping your clients happy and building relationships.

- You have strong problem-solving skills and are known for your commitment to continuous product and process improvement.
- You have excellent written and verbal communication and customer interaction skills.
- You have a solid ability to work effectively with cross-functional teams in a fast-paced, creative environment. Entrepreneurial attitude and skills are important.
- You have an interest in working for a non-profit organization that synthesizes policy, data and technology.
- You're comfortable working with data using spreadsheets, simple databases, and data analysis.
- You can communicate easily with both technical and non-technical staff and maintain good communication with our geographically dispersed team.
- You use strong organizational skills to handle a broad and unpredictable workload, meet deadlines and work under your own initiative.
- You can work effectively both autonomously and as a great teammate by leading through example.
- You are willing to learn and use novel technology.

The initial term of this consultancy will be 1 year, with a projected annual time commitment of approximately 50%. An option to extend for an additional one to two years is expected.

To apply, please send a CV and cover letter to jobs@developmentgateway.org. Please mention "Application for Zambia Country Lead" in the subject line. Only candidates selected for an interview will be contacted.

The projected pay range for this position is between \$25 and \$30/hour.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.