



## **The Agricultural Consultative Forum**

### **EMPLOYMENT OPPORTUNITY: MANAGER – PROGRAMMES, PARTNERSHIPS & RESOURCE MOBILISATION**

#### **A. INTRODUCTION**

The **Agricultural Consultative Forum (ACF)** Board recommended the employment of a Programme Manager to address performance gaps related to, among other things, development of partnerships especially as they relate to mobilization of funds.

The **ACF** therefore intends to appoint a Programme Manager. The Forum therefore invites applications from suitably qualified and experienced persons for this position.

#### **B. THE ORGANIZATION**

The **Agricultural Consultative Forum (ACF)** is a Forum made up of agricultural stakeholders coming from five categories, namely: the Public Sector, Private Sector, Research Institutions, Cooperating Partners (Donor agencies) and Non-Governmental Organizations (NGOs). The forum provides agricultural stakeholders with a platform for voicing their concerns and interests in the public policy making processes as well as during implementation. Originally ACF was established in 1998 as an Agricultural Sector Investment Programme (ASIP) Consultative Forum Project. The name was later changed to ACF, in 2003 and registered as an NGO under the Societies Act of Zambia.

ACF has continued to provide a stakeholder platform for agricultural policy dialogue and fostering of public-private partnerships (PPPs) in Zambia's agricultural sector. ACF's Strategic Objectives are;

- a) To effectively mobilise and engage stakeholders at various levels in policy advocacy and emerging issues in the agricultural sector.
- b) To generate credible (quality) evidence and performance data for timely policy decision making and implementation;
- c) To provide a reliable and relevant source of information and knowledge in the agricultural sector;

The **Agricultural Consultative Forum (ACF)** intends to appoint a Programme Manager. The Forum therefore invites applications from suitably qualified and experienced persons for this position.

### **C. SPECIFIC TITLE AND RESPONSIBILITIES**

#### **Manager – Programmes, Partnerships & Resource Mobilisation**

The Manager – Programmes, Partnerships & Resource Mobilization will be reporting to the Executive Director of ACF. Overall, the Manager will oversee programme development, stakeholder engagements, partnership building and strengthening and mobilizing financial resources and marketing of the institution. His/Her key responsibilities will include, but not limited to, the following:

#### **1. Programme Development and Management**

- a) *Initiating and overseeing new projects design, planning and formulation;*
- b) *Preparation of annual work plans and budgets;*
- c) *Production of monthly and annual reports on programme implementation;*
- d) *Monitoring of programme implementation and recommending remedial action, where necessary;*
- e) *Policy dialogue facilitation: managing inclusive stakeholder engagement and consultations, brokering knowledge management and learning.*

#### **2. Resource Mobilisation**

- a) Develop and implement a comprehensive partnership and resource mobilization strategy aligned with the organization's mission and objectives.
- b) Identify potential funding sources, including government agencies, foundations, corporations, and international development partners.
- c) Conduct market research to understand donor priorities and funding trends.
- d) Develop (initiate) own appropriate and compelling funding proposals, as well as responding to various relevant calls or expressions of interests for funding proposals, including project budgets.
- e) Design and execute strategic marketing, visibility, and engagement initiatives, including high-impact presentations, donor pitch materials, and advocacy efforts. Lead donor cultivation activities, such as site visits, stakeholder meetings, and follow-up engagements, to strengthen relationships and secure funding commitments.

#### **3. Partnerships and Engagement:**

- a) Actively seek out and cultivate relationships with potential partners;
- b) Mobilizing/recruiting new members and ensuring members effectively participate in ACF activities.

- c) Build and maintain strong working relationships with key stakeholders, including donors, government officials, and partner organizations.
- d) Conduct due diligence on potential partners to assess alignment with organizational values and goals.
- e) Establish clear partnership agreements and memoranda of understanding with partners.
- f) Monitor and evaluate partnership activities to ensure alignment with agreed-upon goals and deliverables.
- g) Facilitate effective communication and collaboration between partners and internal teams.

## **D. QUALIFICATIONS AND EXPERIENCE**

### Academic

Advanced degree in Agricultural Economic/Economics or a related field such as International Development, Public Policy, Business Administration or Finance.

### Experience

- Proven technical and analytical expertise in facilitating policy dialogue within the agricultural sector.
- Demonstrated knowledge and extensive experience in collaborating with various government ministries, departments, and agencies.
- At least 10 years' work experience in a similar role;
- Proven ability to engage with and coordinate multi-stakeholder partnerships, including government institutions, development agencies, and private sector actors, to drive policy implementation and sectoral reforms.
- Proven track record in partnership development, member mobilisation/recruitment and resource mobilization within the non-profit or development sector

### Technical Skills

Excellent writing and communication skills, proficiency in proposal writing, budgeting, and data analysis

### Interpersonal Skills

Strong relationship building, networking, and negotiation skills

### Knowledge

Deep and broad understanding of Zambia's agricultural development policy environment, the international development landscape, donor priorities, and funding mechanisms, for the agricultural and related sectors.

## **E. TENURE**

The appointment shall be for an initial period of two (2) years, but renewable depending on performance and availability of funds.

## **F. REMUNERATION**

A competitive remuneration package shall be offered to the successful candidate.

## **G. APPLICATION PROCEDURE**

Eligible candidates who meet the above specifications should submit a motivation letter indicating their suitability for the role, detailed Curriculum Vitae with three traceable referees and certified copies of academic and professional qualifications to:

The Executive Director,  
ACF Secretariat  
No 24, Elm Road, Woodlands  
Lusaka

The application should be submitted by email: [info@acfzambia.org](mailto:info@acfzambia.org) or [masiye.nawiko@acfzambia.org](mailto:masiye.nawiko@acfzambia.org)

No hard copies shall be accepted.

## **H. CLOSING DATE**

Applications should be received by close of business on Friday, 17<sup>th</sup> March, 2025. Only short-listed candidates will be contacted.

ACF is an Equal Opportunity Employer