

## **JOB OPPORTUNITY**

### **Project Finance and Administration Officer – Kafue Flats Climate Resilience and Adaptation Project (KaF-Adapt) and the Kafue Flats Wildlife, Habitat, Health and Livelihoods Project (KaF-Wild).**

The Government of the Republic of Zambia is accessing funding from the Global Environment Facility (GEF) in the 8<sup>th</sup> replenishment cycle in collaboration with WWF US as a GEF Agency and International Crane Foundation (ICF) as the implementing partner for the two projects “*Kafue Flats Climate Resilience and Adaptation Project (KaF-Adapt)*” and the “*Kafue Flats Wildlife, Habitat, Health and Livelihoods Project (KaF-Wild)*” under the Ministry of Green Economy and Environment (MGEE) and the Ministry of Tourism, through its Department of National Parks and Wildlife (DNPW).

The projects’ objectives are to secure key wildlife species of the Kafue Flats landscape, promote socio-economic benefits to local communities through wildlife-based economies, reduce vulnerability of communities to water scarcity and promote adaptation through resilient livelihoods in the Kafue Flats.

This five, US\$9m project be implemented in a region of Zambia highly impacted by droughts and floods intensified by climate change to be managed through a Project Management Unit (PMU) to be hosted by International Crane Foundation in Lusaka and implemented in the Kafue Flats Ecosystem particularly Blue Lagoon and Lochinvar National Parks in Shibuyunji, Mumbwa, Itezhi-tezhi, Namwala, Monze and Mazabuka districts, in line with the 20-year collaborative management partnership agreement signed by ICF, WWF and DNPW in 2022.

The project seeks to hire a Project Finance and Administrative Officer reporting to the Project Manager.

**Responsibilities:** The Finance and Administration (FA) Officer will manage all financial and operational aspects of the project. This will include project budgeting, contracting, sub-grantee monitoring and evaluations, financial tracking and reporting, and administrative functions. The Finance and Administration Officer will also provide financial and administrative assistance to, and oversight of, project staff and sub-grantees to ensure that budgets and agreements are handled in accordance with WWF policies, procedures, systems, donor requirements. Detailed terms of reference can be accessed on [www.savingcranes.org](http://www.savingcranes.org) , [Global Environment Facility \(GEF-8\) Projects – Ministry of Green Economy and Environment](#) and [Projects – Ministry of Tourism](#)

### **Qualifications and Requirements**

- Bachelor’s degree in accounting, Business Administration, Commerce, Economics or related field
- A professional accounting qualification would be an advantage
- At least 5 years’ experience in project administration and financial management
- Demonstrated experience in providing office management support, especially logistical support to execution of tasks and stakeholder events
- Experience with complex multi-stakeholder projects funded by GEF or other donors or development organizations an advantage
- Experience in supporting annual financial audits and relevant finance related issues an advantage
- Outstanding time-management, organizational and inter-personal skills, with attention to detail
- Competence in Word, Excel, PowerPoint and accounting software packages
- Good reporting and communications skills
- Female candidates are encouraged to apply

**Application process:** Send applications attaching copies of qualifications and a CV of not more than four (04) pages by email to [icfjobs@savingcranes.org](mailto:icfjobs@savingcranes.org) with the specified subject of Project Finance and Administration Officer. Deadline for applications is Friday 30 January 2026.