



# Chief Executive Officer (CEO)

June 2025



# About CIDRZ

The Centre for Infectious Disease Research in Zambia (CIDRZ) is a leading health-focused non-governmental organization dedicated to improving health outcomes through research, capacity building, and service delivery. CIDRZ partners with governments, donors, and communities to advance health solutions that are evidence-based and sustainable.

To continue its mission, CIDRZ is seeking a dynamic and experienced Chief Executive Officer (CEO) to lead the organization, ensuring strategic growth, operational efficiency, and impact-driven programming.





# The Role

**Role:**

Chief Executive Officer (CEO)

**Location:**

Lusaka, Zambia

**Salary:**

Competitive salary & benefits, with statutory

deductions including 1% for National Health Insurance scheme

**Reporting & Accountability:**

The CEO reports directly to the CIDRZ Board of Directors and provides regular updates on organizational performance, strategic initiatives, and financial status

## Job Summary

The CEO is responsible for providing strategic leadership, overseeing overall operations, and ensuring financial sustainability of the organisation and its subsidiaries. The CEO will report to the CIDRZ Board of Directors and work closely with senior management, donors, government agencies, and other stakeholders to fulfill CIDRZ's mission.

The CEO must possess the credibility and intellectual depth to engage effectively with the Zambian government, national regulatory bodies, academic partners both domestic and abroad, along with the broader research community and civil society organizations. They must have a well-known reputation with funding

agencies and partners and be able to articulate CIDRZ's vision and mission to new and diverse stakeholders. The successful candidate will have experience leading organisations and people through change, with a demonstrated ability to enhance operational capacity in a dynamic organization. This role requires exceptional cross-cultural communication and leadership skills, with the ability to engage effectively at all levels, including staff, management, and the Board. The incoming CEO will lead the development of the CIDRZ 2026-2030 Strategic Plan and deliver its mandate ensuring the organisation remains stable, resilient, and relevant in the Zambian and global public health landscape.

# Responsibilities

## A. Strategic Leadership

- Develop and implement CIDRZs 2026–2030 strategic plan in consultation with key stakeholders and the CIDRZ Board, ensuring alignment with global and national health priorities.
- Foster a culture of innovation, collaboration, and excellence within the organization.
- Maintain the credibility of CIDRZ as a research, programme implementation and capacity building hub of innovation in Zambia and the global health landscape.

## B. Governance & Board Relations

- Serve as the primary liaison between CIDRZ Management and the Board of Directors.
- Provide regular updates on organizational performance, challenges, and opportunities to the Board.
- Ensure compliance with in-country laws and regulations, industry-standard governance policies, legal requirements, and donor regulations and expectations.

## C. Fundraising & Donor Engagement

- Grow, develop and maintain strong relationships with donors, partners, and funding agencies.
- Secure sustainable funding through grants, partnerships, and diversified revenue streams to ensure financial sustainability in a fast-changing external environment.

- Ensure transparency and accountability in financial management and donor reporting.

## D. Operational & Financial Management

- Oversee financial planning, budgeting, and risk management to ensure sustainability.
- Strengthen operational systems and processes for efficiency and impact.
- Ensure compliance with all statutory and regulatory requirements, including financial and regulatory reporting obligations.

## E. Program Development & Impact

- Guide programmatic priorities to align with CIDRZs mission and emerging health needs.
- Strengthen monitoring, evaluation, and learning systems to measure impact.
- Promote research, innovation, and knowledge-sharing to inform health policy and practice.

## F. Human Resource & Talent Management

- Foster a positive and inclusive organizational culture that supports professional growth.
- Ensure recruitment, retention, and capacity development of a high-performing team.
- Promote staff well-being and ethical workplace practices.





# Candidate Profile

## Qualifications & Experience

- Advanced degree in Public Health, Medicine, or a related field with relevant clinical and/or scientific technical experience (Masters level qualification acceptable though a PhD would be preferred).
- At least 10 years of senior leadership experience in a health NGO, research institution, or international development organization.
- Significant experience in successful stakeholder engagement and negotiation with government, academic, private sector and community partners.
- Proven scientific output with recent (within last 3 years) publications in high impact peer reviewed journals.
- Deep knowledge and insight into research and development and the global health industry.
- Proven ability to develop and implement strategic plans and drive organizational growth.
- Strong track record in fundraising, donor engagement, and financial management

## Key Competencies

- Leadership & Vision: Ability to inspire and lead a team towards achieving the organizations goals, within a complex and dynamic organization
- Strategic Thinking: Capacity to analyze trends and position CIDRZ for long-term success.
- Financial Acumen: Strong understanding of financial management, budgeting, and risk mitigation.
- Partnership Development: Ability to build and sustain strategic relationships with donors, governments, and key stakeholders.
- Results-Oriented: Commitment to achieving measurable impact and continuous improvement.
- Ethical Integrity: High standards of professional ethics and accountability.

# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-0625-CIDRZ or Pat-Jones-CoverLetter-0625-CIDRZ.

## Timeline

Closing Date:	28th July 2025
First stage interviews:	TBC
Final interviews:	TBC

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Equality Statement

Equality and diversity are at the core of CIDRZ’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [rseremon@oxfordhr.com](mailto:rseremon@oxfordhr.com) in the first instance.





# About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: [oxfordhr.com](https://oxfordhr.com)



## Oxford

46 Woodstock Road  
Oxford  
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

## Nairobi

Indigo Cowork Space  
Off General Mathenge Road  
Westlands  
Nairobi

Kenya

+254 (0) 715 163 631

## Singapore

6 Battery Road  
#06-16  
049909

Singapore

+65 (0) 9114 1439

## Washington

1250 Connecticut Avenue NW  
Suite 700  
Washington, DC  
20036

United States of America