Community Pulse

STRONG COMMUNITIES • BETTER HEALTH

TERMS OF REFERENCE

Volunteer Institutional Systems and Finance Advisor

Organization	Community Pulse	**Location**	Lusaka, Zambia
Modality	Remote (telecommute)	**Duration**	12 weeks
Time commitment	8–12 hours per week, flexible	**Reporting to**	Executive Director
Engagement type	Voluntary (unpaid), skills-based	**Application deadline**	November 18, 2026

1. About Community Pulse and the Assignment

Community Pulse is a registered Zambian nonprofit organization dedicated to strengthening health and development systems, mobilizing partnerships and improving outcomes for the communities it serves. Its work spans health systems strengthening, community health intelligence, service delivery improvement, community engagement, evidence generation and institutional capacity development.

As Community Pulse expands its work with government, development partners, donors and implementing organizations, it is putting in place a coherent framework of institutional policies, procedures and management systems. We are seeking an experienced volunteer to help build practical, proportionate systems for financial management, governance, procurement, administration and grant management that fit our current stage of development and can grow with us.

2. Why Volunteer with Us

This is a chance to shape the systems that will underpin Community Pulse's governance, finances and partnerships for years to come, and in doing so to contribute to better health and development outcomes for communities in Zambia. The assignment is remote, time-bound and clearly scoped, so it can sit alongside other professional commitments. You will apply your expertise in a growing African nonprofit, build connections across Zambia's health and development sector and, on successful completion, receive a letter of recommendation.

3. Scope of Work

Working closely with the Executive Director and designated representatives, the volunteer will develop systems proportionate to Community Pulse's size and resources, covering the following areas:

- **Institutional assessment:** Review existing documents, policies, governance arrangements and templates; identify gaps and priority risks; and agree a prioritized improvement plan.
- **Financial management:** Develop or refine policies and procedures for budgeting, authorization and approvals, payments and expenditure controls, bank reconciliation and cash management, recordkeeping, financial reporting, and controls over restricted and donor funds.

- **Procurement and assets:** Develop procedures and templates for procurement planning, purchasing, supplier selection and evaluation, and asset registration, custody, verification and disposal.
- **Governance and accountability:** Recommend improvements to delegated authority, conflict-of-interest management, ethical conduct, risk management, and policy approval and review. Issues requiring specialist legal advice will be flagged for separate professional review.
- **Grants and partnerships:** Develop foundational procedures for grant due diligence, compliance tracking, project budgeting, donor reporting, subaward and partner management, and grant closeout, enabling Community Pulse to operate as a direct recipient, subrecipient, consortium partner or implementing partner.
- **Administration and records:** Establish document classification and version control, standard forms and templates, records retention arrangements and a central register of policies and procedures.
- **Implementation support:** Incorporate feedback on drafts, develop an implementation checklist, facilitate at least one virtual orientation session and recommend next steps for further strengthening.

4. Deliverables and Timeline

Deliverable	Indicative timeline
1. Institutional systems assessment and prioritized workplan	Weeks 1–2
2. Draft financial management framework and core templates	Weeks 3–5
3. Procurement, asset management and administrative procedures	Weeks 5–7
4. Governance, accountability and institutional risk procedures	Weeks 7–9
5. Foundational grants and partnership management procedures	Weeks 9–10
6. Consolidated institutional documentation package, implementation checklist and orientation session	Weeks 11–12

Sequencing may be adjusted by mutual agreement after the initial assessment.

5. Qualifications and Experience

We are looking for a volunteer with:

- **Education:** A university degree in accounting, finance, business or public administration, nonprofit management, organizational development or a related field, or a professional accounting or auditing qualification (e.g., ACCA, CPA or equivalent).
- **Experience:** At least five years in institutional systems development, nonprofit or financial management, internal controls or organizational capacity strengthening, including developing or reviewing policies, standard operating procedures and management tools.
- **Sector knowledge:** Familiarity with nonprofit governance, donor compliance and grant management. Experience with small or growing civil society organizations, donor-funded programs, risk-based internal controls or African nonprofit contexts is a strong advantage.
- **Skills:** Strong analytical, writing and communication skills; the ability to work independently and collaborate remotely across cultures; and proficiency in English.

6. Working Arrangements

- **Reporting:** The volunteer will report to the Executive Director, keep in regular contact with the Executive Director and take part in periodic progress discussions. The Executive Director may designate an institutional focal person to coordinate specific activities, while retaining overall responsibility for supervision and review of deliverables.
- **Ways of working:** The assignment is fully remote, using virtual meetings, email and shared document platforms. Community Pulse will provide relevant documents, background information and reasonable access.
- **Approval and authority:** All documents are subject to final approval through Community Pulse's governance structures. The volunteer will not approve expenditure, operate bank accounts, enter into contracts or make binding decisions on Community Pulse's behalf.
- **Confidentiality and ownership:** The volunteer will keep all non-public information confidential. Materials developed under this assignment will be provided to Community Pulse for its institutional use, subject to any third-party intellectual property rights and the terms of the volunteering arrangement.
- **Measures of success:** Usable, context-appropriate documents delivered on time, responsiveness to feedback and effective knowledge transfer, so that the new systems are adopted and used consistently.

7. How to Apply

Please email the following to info@communitypulse.org.zm by November 18, 2026, with the subject line "Application: Volunteer Institutional Systems and Finance Advisor":

- A current CV or professional profile.
- A brief expression of interest outlining your relevant experience, with examples of similar assignments.
- Your availability during the proposed assignment period.

Community Pulse is an equal opportunity organization. We welcome applications from all qualified candidates regardless of gender, age, disability, ethnicity, religion, nationality or any other personal characteristic. Selection will be based on merit and suitability for the assignment.

Community Pulse reserves the right to accept or reject any application, to extend or cancel this call, or not to fill the assignment, without obligation to give reasons. Only shortlisted candidates will be contacted.

Contact: info@communitypulse.org.zm
Website: https://communitypulse.org.zm