



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENTS

ACHAP was established in 2000 as a country-led Public Private Partnership between the Bill and Melinda Gates Foundation (BMGF), The Merck Foundation (TMF), and the Government of Botswana (GoB). ACHAP has supported the GoB in delivering national HIV treatment and prevention programmes with remarkable success. ACHAP seeks to appoint suitably qualified and highly motivated individuals with strong commitment to programme implementation to the positions of;

Human Resources and Administration Manager

Main purpose of the job:

The Human Resources and Administration Manager will be responsible for developing Human Resources strategies, systems and practices that support the sustainable achievement of ACHAP goals, reviewing and developing internal control systems including preparation and controlling of budgets in order to ensure optimal usage of funds. He/she will also be responsible for guiding management and Heads of Departments on administrative policies, procedures, guidelines and processes.

Principle Accountabilities

- Reviews and develops the organization's HR strategy, policies, processes and systems in order to support the organisational strategy
- Develops the ACHAP workplace plan and associated budget
- Leads in the recruitment and placement of senior employees
- Provides technical advice on HR matters to the Board and Management
- Checks and ensures that HR governance, policies and procedures are in compliance with relevant labour laws and regulations
- Negotiates and maintains ACHAP contracts and agreements including long term contracts such as insurance, and lease agreements
- Monitors procurement activities and ensures compliance with set policy and procedures; reception of merchandise, inventories and sale of assets
- Oversees property maintenance, security, fleet management and cleanliness

Minimum qualifications and experience required:

- Degree in Human Resources Management, Business Management, Social Sciences or related discipline; Master's degree on related field is an added advantage
- 10 years Management experience, 5 of which is at senior management level
- Experience working with non-governmental organisations is an added advantage

Knowledge and skills

Labour law; Human Resources systems such as HAY Guide Profile Chart, salary structuring and HR information systems; Organisational design; Organisational development; Learning and development principles and practice; Policy development; Budgeting; Human Resources administration and General Administration and logistics

Project Manager (VMMC)

Main purpose of the job:

The purpose of this role is to provide support to the Government of Botswana in the national expansion of adolescent/adult Voluntary Medical Male Circumcision through service provision at static and outreach sites and to conduct the VMMC activities of Donor Projects in Botswana.

Principle Accountabilities

- Conducts culturally appropriate demand creation activities for Voluntary Medical Male Circumcision (VMMC) in selected geographic areas
- Adapts appropriate Monitoring and Evaluation (M&E) plan and tools from national system for Voluntary Medical Male Circumcision (VMMC) activities
- Facilitates the design and integration of the current ACHAP prevention programmes at both central and district level, in order to strengthen its scale, intensity and coverage for greater impact
- Identifies and oversees appropriate programs to build the capacity of implementing partners in the design, integration, implementation, evaluation and documentation of supported prevention interventions
- Train staff on standard operating procedures (SOPs) for VMMC mobilization and interventions
- Coordinate VMMC community mobilization campaigns with partners implementing HIV testing and counselling
- Collaborates with other departments in order to ensure integration of activities and process efficiency for effective service delivery within operational areas as well as internal and external customers
- Develops and monitors work plans ensuring successful day-to-day management of the project
- Builds, enhances and nurtures relationships with the funder and a broad range of stakeholders, including: other development partners, partnering NGOs and the Government Ministries among others
- Write and/or review technical components of materials and publications related to the project and its development
- Prepares the final programmatic (technical) narrative report

Minimum qualifications and experience required:

- Degree in a medical related field; Master's degree in Public Health, Social Sciences, Development Studies or related field
- Certificate in Project Management will be an added advantage
- 10 years Management experience 5 of which is at senior management level with experience in program design, Monitoring and Evaluation of programmes and operations research experience is essential

- Experience with producing technical reports
- Experience in public health or healthcare, with an understanding of HIV/AIDS/EIMC/VMMC issues preferred
- Experience successfully implementing USG projects strongly preferred.
- Understanding of statistical software and data management
- Familiarity with PEPFAR reporting and indicators is an advantage

Knowledge and skills

Strategic planning; Policy development; Budgeting and budgetary control and Organisational development

Marketing, Advocacy and Communications Manager

Main purpose of the job:

The Marketing, Advocacy and Communications Manager plays an integral role in strengthening ACHAP's brand. He/she is responsible for developing a marketing strategy that encompasses all aspects of the organization, including revenue goals, develops and oversees the implementation of communications, business development and advocacy initiatives in order to support ACHAP's strategic objectives

Principle Accountabilities

- Develops and directs marketing communications plans, strategies and tactics in line with programmatic, research and policy/advocacy priorities
- Develops strategies to strengthen the ACHAP brand and fosters effective and collaborative relationships with internal and external stakeholders
- Develops and implements successful marketing campaigns to support ACHAP's initiatives
- Develops the annual work plans and budgets in line with specific programme objectives and ensures expenditure is within budget
- Serves as a senior "on the record" representative for ACHAP's marketing, advocacy and communication campaigns, including representing ACHAP in public speaking engagements and assisting in speech writing, as needed
- Maintains a positive organizational image through the development and implementation of Corporate Identity (CI) Standards and guides management
- Participates in the identification of and mobilization of traditional and non-traditional funding sources for the attainment of ACHAP's strategic goals in the short to long term
- Strengthens the internal communications capacity in order to increase ACHAP's capacity to communicate effectively at all organizational levels
- Collaborates with other departments in order to ensure integration of activities and process efficiency for effective service delivery within operational areas as well as to internal and external stakeholders

Minimum qualifications and experience required:

- Degree in Communications, Marketing or related field; Master's degree in related field is an added advantage
- Membership to a professional body i.e. PRISA or IABC will be an added advantage
- 10 years' experience, 5 of which should have been at management level in a post that includes a blend of marketing, communications, advocacy, resource mobilization and media relations
- Track record of producing successful marketing communications strategies and campaigns
- Strong writing, editing and verbal communications skills with proficiency in using social media
- Ability to work independently under the pressure of tight deadlines

Knowledge and skills

Communications practitioners code of ethics; Regional and international media code of ethics/governance; Regional and international protocol; Stakeholder/audience mapping and engagement; Media engagement/how to deal with the media; Traditional and non-traditional sources of funding; Brand/corporate identity development and management; Public speaking and events management; Sales and Marketing

Length of Contract

The length of contract is five (5) years renewable subject to performance and availability of funds (for citizen employees) and three (3) years for non-citizen employees.

Remuneration

ACHAP offers an attractive salary that is commensurate with qualifications and experience.

All positions are based at the ACHAP Head Office in Gaborone

Application letter and CV should be addressed to the attention: Acting Human Resources and Administration Manager, Private Bag X033, Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: recruitment@achap.org. Alternatively, they can be hand delivered to:- The ACHAP Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana.

Closing date for applications: 2nd April, 2015

www.achap.org