



VACANCY ANNOUNCEMENTS

The African Comprehensive HIV/AIDS Partnerships (ACHAP) is a country-led, public-private development partnership between the Government of Botswana, the Bill & Melinda Gates Foundation, and Merck Company Foundation which provided strategic support to Botswana's national HIV/AIDS response since 2001.

With ACHAP's support Botswana succeeded in establishing the first national HIV treatment programme on the African continent and with ACHAP assistance has enabled increased access to HIV counselling and testing services and pioneered a national provider initiated (routine) counselling and testing program, greatly enhancing access to treatment and preventive services such as PMTCT. ACHAP has embarked on a Phase II support to Botswana's response focussing on catalysing and scaling up prevention services, to significantly reduce HIV transmission.

ACHAP seeks to appoint suitably qualified and highly motivated individuals with strong commitment to programme implementation to the following positions:

Technical Officer Safe Male Circumcision Demand Creation – Gaborone Re-advertisement

Job Purpose:

To provide hands on technical guidance to operational area teams and mobilisers in the design, implementation and evaluation of innovative demand creation interventions to support safe male circumcision within ACHAP operational areas in line with the approved National Communication Strategy for Safe Male Circumcision (SMC) and ACHAP Strategy.

Principal Accountabilities

- Provides support to district teams and community mobilisers in all aspects of strategic planning, and demand creation activities focusing on Safe Male Circumcision
- Provides technical input during the development of the ACHAP SMC Demand Creation Strategic Plan.
- Provides management support to the programme team during the review and approval of SMC Demand Creation Proposals submitted by Community Based Organisations (CBOs), District Health Management Teams (DHMTs) and other partners
- Works with the grants unit to ensure timely disbursement and monitoring of resources provided to implement approved activities.
- Liaises with the team at ACHAP and in the districts to develop strategies for networking with partners at district level to strengthen coordinated demand creation interventions in support of safe male circumcision
- Facilitates the process of capacity building of community mobilisers through District Teams to ensure improved and innovative motivation of clients for SMC services

- Provides technical input in the development and use of appropriate monitoring and evaluation tools for assessing demand creation activities for safe male circumcision.
- Supports ACHAP to identify appropriate indicators against which to measure and document progress and impact of safe male circumcision demand creation interventions

Qualifications and Experience

- Degree in social sciences, marketing or promotion in related field
- 3 years experience in similar position
- Experience in either community engagement, social marketing, or marketing promotion
- Communication for Behaviour Change is highly desirable
- Masters degree in related field is an added advantage
- Clear understanding of Safe Male Circumcision and familiarity with the National SMC Communication Strategy will be an added advantage

Knowledge and Skills

- Strong attention to detail required, ensuring effective planning, implementation and execution
- Technical competences in public health projects
- Training skills
- Project management skills
- Report writing and communication skills

Attributes

- Ability to travel and work weekends
- Self-Starter, with a go-getter attitude and willingness to self-manage and drive toward aggressive goals
- Ability to work in deadline driven environment, multi-task and prioritize

Length of Contract

The length of contract is eighteen (18) months renewable subject to performance and availability of funds

Behaviour Change Interventions Communication Specialist for the Safe Male Circumcision Program Based at the Ministry of Health Headquarters, Gaborone- Re-advertisement

Job Purpose:

To guide effective programming, implementation, monitoring and evaluation of communication interventions that will facilitate uptake of SMC services by eligible men in the country in line with government policies and protocols.

Principal Accountabilities:

- Initiating and technically supporting the development, implementation, monitoring and evaluation of innovative SMC demand creation and communications strategic interventions in collaboration with key stakeholders at national and district level.
- Providing management support to the Department of HIV/AIDS Prevention and Care in the identification and management of resources needed towards the timely implementation of demand creation and communication initiatives for the SMC programme.

- Providing training and working with partners to carry out specific tasks to strengthen capacity and identifying human resource capacity development needs in the area of demand creation for SMC at national and district level
- Identifying Information, Education, Communication (IEC material) / Behaviour Change Communication materials (BCC material) development needs for the SMC programme and working with relevant partners in the conceptualisation, development and effective distribution of appropriate SMC promotional materials.
- Responding to inquiries from the media on matters related to SMC and arranging press briefings and conferences as deemed appropriate by the programme in consultation with the Ministry of Health Public Relations Office.
- Working with the media fraternity to aggressively promote SMC through media publicity, marketing campaigns, and other special events. Preparing SMC publications and regularly updating the Department of HIV/AIDS Prevention and Care website.
- Analysing demand creation data and generating issues that require further discussion and/or research marketing to ensure the activities are effective.
- Initiating operational research where appropriate to generate information required for decision making for improvement of the strategic focus of the demand creation interventions in the country.

Qualifications and Experience

- Masters Degree in any of the following areas: Behavioural Sciences; Health Promotion and Education; Health Communications; Anthropology; Public Health , Business Administration or Marketing
- At least five years work experience in the field of Communications and Behavioural Change. Specialisation or experience in social marketing will be an added advantage

Knowledge and Skills

- Broad understanding of Public Health issues in Botswana and the region.
- Multimedia campaign planning and management
- Behavior change communication skills including programming, strategy development, development of IEC materials
- Monitoring and evaluation
- Qualitative Research Design and Management
- Project management, Relationship management , Planning and organizing, Relationship management

The position involves 50% travel within Botswana

Length of Contract

The length of contract is two (2) years renewable subject to performance and availability of funds

Compliance Officer- Gaborone

Job Purpose:

Reporting to the Chief Executive Officer the incumbent will be responsible for providing independent, objective assurance and review of all program and operating activities; to maintain ACHAP's operational effectiveness, accountability and transparency at the highest standards.

Principal Accountabilities

- Develops the Annual Compliance Review Plan, using a risk-based approach designed to prioritize reviews based on likelihood and impact of risks;
- Conducts performance, operational, financial, and compliance reviews;
- Prepares written reports expressing opinions on the adequacy and effectiveness of the financial, accounting, and operating systems and the efficiency with which the activities are carried out.
- Maintains all organizational and professional ethical standards and conducts compliance reviews with appropriate reference to the International Standards for the Professional Practice of Internal Auditing (Standards).
- Establishes standards and implements procedures to ensure that the compliance programs throughout ACHAP are effective and efficient in preventing, detecting, and correcting noncompliance;
- Keeps abreast with relevant standards and legislation relating to performance of audit and given assignments
- Ensures compliance with ACHAP and sponsor policies, procedures, and controls;
- Provides due diligence to ensure that funds are used effectively for the purposes outlined in contractual commitments;
- Proactively engages management to ensure implementation of audit recommendations
- Undertakes special investigations and reviews as requested
- Identifies key control points of systems and assesses the adequacy of related preventative or detective controls to protect the assets of the company
- Ensures that contracts, sub-awards and other procurements comply with applicable regulations, policies, and good commercial practice;
- Assists with sponsor and external audits, and provides information and documentation as required;
- Takes appropriate actions to prevent non-compliance, reports acts of non-compliance in a timely manner and regarding due process, and initiates further audits or investigations as directed by the Board or executive;

Qualifications and Experience

- Advanced degree in audit, financial policy, organizational development, business law, or a related field.
- Relevant certification from internationally recognized compliance or auditing organization highly desirable, including but not limited to Institute of Internal Auditors, International Standards Organization, or International Register of Certificated Auditors.

Knowledge and Skills

- Knowledge of sponsor regulations, policies, and compliance requirements related to international development programs;
- Knowledge of Botswana laws and regulations;
- Knowledge of and skill in applying internal auditing principles and practices, and management principles and preferred business practices;
- Ability to communicate challenging topics with all levels of staff, management and governance
- Knowledge of contemporary risk management and control techniques, and working knowledge of contemporary control frameworks;
- Knowledge of management information systems terminology, concepts, and practices, including but not limited to applicable reporting, disclosure, financial reporting and accounting principles and practices
- Attention to detail

- Decisiveness
- Integrity

Length of Contract

The length of contract is **one (1)** year

Remuneration

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

Application letter and CV should be addressed to the attention of: The Human Resources Manager, Private Bag X033, and Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: recruitment@achap.org alternatively, they can be hand delivered to; The African Comprehensive HIV/AIDS Partnerships (ACHAP) Head Office at Block C, Plot 61920, Letsema Office Park, Showground Office Park, Gaborone Botswana

Closing date for applications: 07th June 2013