



Partnerships for a healthy Africa

## JOB OPPORTUNITIES FOR LOCUM STAFF

ACHAP was established as a public-private community development partnership in 2000 to enhance and support Botswana's HIV & AIDS response. ACHAP prides itself as a health development organization. ACHAP is now an independent non-profit making entity with broader health mandate, wider geographical focus continuing to build on, and leverage on her core competencies in the field of HIV/AIDS, Public Health and other related health conditions.

The incidence of COVID-19 has greatly increased in Botswana and is becoming a major threat with emerging indications of local transmission. To effectively respond to the pandemic, there is need to strengthen the screening systems for early detection, maintain timely surveillance for a coordinated response and linkage for contact tracing and or case management. To carry out this activity, ACHAP seeks to appoint suitably qualified and highly motivated individuals with strong commitment to programme implementation to the following Locum positions;

### 1. NURSE (7 positions)

The positions are tenable in the following areas:

**Shakawe, Maun, Charles Hill/Mamuno, Gaborone, Kasane, Letlhakane, Selebi Phikwe, Hukuntsi, Tsabong/Middlepits/Werda**

#### Job Purpose:

The purpose of the role is to provide clinical support related to COVID-19 surveillance activities (screening and testing) in designated implementation zones as per the protocols:

#### Roles and responsibilities

- Identify participants at designated community sites
- Conduct simple clinical assessment of participants
- Interpretation and implementation of surveillance standard operating procedures (SOPs)
- Verify field data
- Prepare and submit daily progress reports
- Ensure participants safety during surveillance

#### Qualifications and experience

- Degree in Nursing Science or Diploma in General Nursing
- Minimum of three (3) years post qualification as a Registered Nurse
- Registration with the Nursing and Midwifery Council of Botswana is mandatory
- COVID 19 Training and swabbing experience will be an added advantage
- General experience in research/surveillance will be an added advantage

#### Candidates shall be required to:

- Have a valid driver's license
- Be flexible and available to work on weekends, holidays and overtime.

### 2. HEALTH CARE AUXILIARY (25 positions)

The positions are tenable in the following areas: **Shakawe, Maun, Charles Hill/Mamuno, Gaborone, Kasane, Letlhakane, Francistown, Selebi Phikwe, Palapye/Martins Drift, Tsabong/Middlepits/Werda**

#### Job Purpose:

The purpose of the role is to assist the designated COVID-19 surveillance team to carry out COVID surveillance activities.

#### Roles and responsibilities

- Explain the purpose of the interview to the participant at the designated site and obtaining informed consent.
- Capturing of demographic and clinical assessment information for participants
- Management of field data
- Assist the nurse/clinician in preparation of sample collection which includes ensuring appropriate labelling, packaging and transportation of specimens
- Assist Surveillance Nurse in the submission of daily activity reports

#### Minimum Qualifications and experience

- Certificate in Health Care Auxiliary/Family Welfare Educator/ Certificate in Health Education Assistant or any related field
- 4 years' experience in the health care environment
- Basic Computer skills will be an added advantage

#### Candidates shall be required to:

- A valid driver's license will be an added advantage

- Be flexible and available to work on weekends, holidays and overtime.

### 3. COORDINATOR (5 positions)

These positions are tenable in the following districts:

**Gaborone, Francistown, Maun, Kgalagadi/Tsabong, Palapye)**

These supervisors are responsible for ensuring that all surveillance protocols, plans and consultations are implemented as planned. They oversee the day to day supervision of surveillance teams across various districts. They also provide linkage between the field team, contact tracing team and case management team. The coordinator will lead and oversee the surveillance activities for the designated location and shall be expected to fulfil the following duties:

- Coordinate all surveillance activities to ensure they are implemented as per the protocol
- Obtain daily from Surveillance Nurse and Data Management team through the REAL TIME data management system to assess for completeness and accuracy
- Daily monitoring of the REAL TIME dashboard (work flow management, logistics and lab management)
- Coordinate disbursement of transport, and all essential supplies like PPE for surveillance teams.
- Monitor surveillance processes, provide guidance and technical assistance by phone or in person to teams on the ground
- Conducts site supervisory visits within the district and provides onsite guidance on logistics and project operations
- Review surveillance progress with field team periodically, identify successes and submit a progress report to COVID 19 response leadership at ACHAP HQ.
- Monitor effective communication, adherence to implementation parameters and relationship management of field teams with host communities and DHMT's.
- Participate in process improvements and proactive team efforts to achieve project goals

#### Qualifications, Skills and experience

- Degree in Health-related field Demography, Statistics or equivalent
- 5 years in health program/project leadership Computer training will be an added advantage
- COVID 19 training will be an added advantage
- Experience in research/surveillance/surveys will be an added advantage
- Candidates shall be required to;
- Have a valid driver's license
- Be flexible and available to work on weekends, holidays and overtime.

**Please note that the length of the contract is six months (6)**

**Application letter stating area of preference, CV and academic certificates should be addressed to: The Human Resources and Administration Manager, Private Bag X033, Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: [recruitment@achap.org](mailto:recruitment@achap.org). Alternatively, they can be hand delivered to: - ACHAP Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana**

**Closing date for applications: 22<sup>nd</sup> July 2020**