



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

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 following position;

Assistant Program Officer -Safe Male Circumcision (SMC) (X 10 positions Tenable in Palapye, Serowe, Francistown, Tutume, Boteti, Gaborone, Thamaga, Goodhope, Ramotswa and Kanye)

Main purpose of the job:

To provide assistance to the Program Officer in the implementation of SMC programme activities at district level with a focus on scaling up demand creation interventions and logistical support to ensure effective and timely implementation of ACHAP supported SMC activities.

Principal Accountabilities

- Assists in the coordination and provision of logistical support to SMC teams in the district to ensure effective implementation of static and outreach SMC services.
- Coordinates day to day operations of community mobilisers to ensure effective SMC demand creation
- Prepares and submits bimonthly demand creation reports to the Program Officer
- Assists the Program officer with the development and implementation of demand creation interventions for the promotion of Safe Male Circumcision demand in the district.
- Assists with the coordination, collection, collation and sharing of demand creation activities' data in the district.
- Works closely with mobilisers and District Health Management Teams (DHMTs) Health Education Officers to create demand
- Supports with the training of Mobilizers and with driving responsibilities during outreach services
- Assists in the distribution of Information Education and Communication Material (IEC) and mounting of SMC IEC materials at strategic points in the catchment areas.
- Documents best practices in demand creation for SMC and reports these to the Program Officer

Education

- Degree level or its equivalent in health or social science field

Knowledge and Experience

The incumbent must have knowledge in the following areas:

- Training ,HIV and AIDS and Administration

They must have:

- At least one (1) year work experience in any field
- At least three (3) years driving experience with no endorsements

The incumbent must demonstrate the following:

- Very good communications skills, computer skills, and counselling skills
- Ability to develop project plans, actively monitors project status and ensures projects are completed to time, cost and quality specifications

Remuneration

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

Length of Contract

The length of contract is five (5) months

Please note:

- We will not consider applicants who have not indicated the location they wish to be posted to.
- ACHAP will only respond to shortlisted candidates

Application letter and CV should be addressed to the attention: The Human Resource and Administration 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:- Block C, Plot 61920, Letsema Office Park, Showground's Office Park, Gaborone Botswana

Closing date for applications: **11th April 2014**