



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

ACHAP was established as a Public-Private Community development Partnership to enhance and support Botswana's HIV & AIDS response. Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment in Botswana over the last two decades with remarkable results. Key to the success of ACHAP support has been the focus on results, the ability to develop and manage partnerships with government, civil society, other development partners and the private sector. ACHAP's main strengths include flexibility and innovation in programme design and implementation, evidence-based programming, and commitment to culturally relevant approaches. ACHAP is now an independent non-profit making entity with a broader health mandate, wider geographical focus continuing to build on, and leverage on her core competencies in the field of HIV/AIDS and related health conditions.

ACHAP seeks to appoint suitably qualified and highly motivated individuals to the following positions:

1. **Finance and Procurement Manager - 3-year contract (1 position tenable in Gaborone)**

Job purpose

The Finance and Procurement Manager shall be responsible for reviewing and developing internal control systems including preparation and control of budgets in order to ensure optimal usage of funds. They shall also prepare monthly management accounts, financial statements and other reports in order to ensure transparency usage of funds.

Roles and responsibilities:

- Prepares annual and adhoc budgets;
- Prepares monthly management accounts and carries out variance analysis in order to control expenditure;
- Prepares quarterly financial accounts for the Board and prepares annual financial statements in compliance with IFRS;
- Prepares other finance reports as requested by the supervisor or the Board;
- Reviews detailed monthly ledger and reconciliations before sign off in order to ensure data accuracy;
- Reviews and develops internal financial controls in order to mitigate risk
- Reviews audit file and oversee the external audit process;
- Authorizes payment of suppliers/contractors/grantees and ensures accuracy and completeness of payments;

- Oversees accounting support to ACHAP programs and funded projects;
- 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;
- Supervises staff and ensures strong performance and job satisfaction
- Reviews, develops and maintains administrative policies and procedures including procurement, travel, asset disposal, records management, fraud, vehicle use;
- Develops annual work plans for the finance and procurement unit and contributes to the formulation of the Operations budget;
- Negotiates and maintains ACHAP contracts and agreements including long term contracts such as insurance, and lease agreements;
- Oversees security of assets including insurance and physical security of premises, vehicles, office furniture and equipment;
- Monitors procurement activities and ensures compliance with set policy and procedures; reception of merchandise, inventories and sale of assets;
- Controls the movement of assets within ACHAP and leads in the disposal of assets;
- Insures motor vehicles and ensures that that they are licensed and roadworthy;
- Oversees property maintenance and security;
- Oversees provision of efficient transport services to ACHAP;
- 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 customer

Qualification and experience

- Full professional qualification in accounting such as ACCA, CIMA, CA is a must.
- Degree in accounting and/or Master's degree in a related field is desirable
- Experience working with PEPFAR and Global Fund funded projects.
- At least 10 years of comparable work experience in a computerized accounting environment with at least 5 years of which should be at Finance Manager level.

Knowledge and Skills:

- Knowledgeable of international accounting standards

2. Senior Procurement Officer -3-year contract (1 position tenable in Gaborone)

Job purpose

Under the supervision of the Finance and Procurement Manager, the Senior Procurement Officer will: procure products and services for ACHAP and ACHAP supported projects.

Roles and responsibilities

- Assists the Finance and Procurement Manager to review and develop procurement policies and procedures

- Develops the Procurement Plan for the Organization and guides on execution
- Processes tenders through the development of ITT/TOR's, advertises tenders, receives tender submissions and acts as Secretariat of the Tender Committee
- Manages all ACHAP contracts and Service Level Agreements
- Manages all ACHAP facilities across the country and ensures all facilities are maintained
- Manages the ACHAP warehouse, forecasts inventory all ACHAP projects
- Maintains the ACHAP Supplier Database and updates regularly
- Takes lead in buying on International Procurement Platforms
- Manages all Supplier Relationships and ensures ACHAP gets value for money
- Facilitates insurance renewal on a yearly basis
- Oversees fleet management (Vehicle tracking, Fuel management and maintenance of ACHAP fleet) and supervises the fleet officer
- Follows up orders, receives goods and services and checks them against the purchase to ensure deliveries are done on time and according to specification
- Purchases products and services and manage the inventories of the products or services in the organization while negotiating the best deals for the organization with suppliers
- Takes a lead in Logistics for all projects and guides in all procurement processes
- Tagging of assets, tracks asset movement and disposes any redundant assets
- Institute tracking system to improve efficiency of use of consumable products,
- Identifies procurement skills gaps among ACHAP Programme staff and implementing partners to design and deliver relevant training and development.

Minimum qualifications and experience required:

- Degree in Administration, Business Management, Supply Chain Management, Professional Diploma in Procurement and Supply (CIPS level 6), or related field
- A professional membership would be an added advantage
- 5 years or more at Procurement or Administration Officer level
- Familiarity with procurement, supply chain, logistics management information systems software
- Prior experience with procurement and supply chain management in a health environment and managing health related products will be an added advantage.

Knowledge and Skills:

- Contracts management
- Local and international Tender management
- Inventory Control and Management
- Fleet Management
- Asset Management and Disposal
- Design, forecasting, quantification, distribution and monitoring of stock and inventory.
- Reporting

3. **Health Education Assistant- 4-year contract** (4 positions tenable in the following Hubs; 1 Mahalapye, 1 Greater Gaborone, 1 Kweneng East, 1 Kgatleng).

Job purpose

The incumbent will be responsible for to increase the uptake of VMMC through implementation of quality of demand creation interventions. Improves VMMC conversion rate. Impact positively on the attitudes and knowledge levels of males and females on VMMC.

Roles and Responsibilities

- Develops, implements and monitors the Demand Creation annual implementation plans in collaboration with Program officers and Service Delivery Teams;
- Identifies and innovates targeted demand creation interventions that increase the uptake of voluntary medical male circumcision;
- Ensures that Demand Creation messages are disseminated through mass media and other channels that are in line with government health policies, and at the same time promotes ACHAP Programs;
- Conducts field support activities to accelerate community mobilization/participation in Voluntary Medical Male Circumcision program and ensure programme sustainability;
- Initiates inter-sectoral collaboration and works closely with different organizations (government, NGOs, international organizations, related sectors, schools, and tertiary) in the promotion of Voluntary medical male circumcision;
- Participates in the production of educational materials including videos, social media content, public announcements posters and IEC material;
- Produces daily, weekly, and monthly performance reports on the number of people reached with VMMC messages, number registered for VMMC, number followed up, referred for male circumcision and number circumcised disaggregated by age, sex and location per intervention applied;
- Demonstrates strong ability in data analysis for program decision making to guide improvement of demand creation interventions;
- Facilitates the application of culturally and religiously sensitive demand creation interventions;
- Supports and mentors the community mobilisers on the application of the selected demand creation activities;
- Capacitates the demand creation agents on different demand creation interventions;
- Facilitates involvement of different industrial sectors (construction, filling stations, security companies, parastatals, private sector, and government department) in VMMC programming;
- Participates and facilitates the involvement and active participation of Health promotion and education staff in various health related committees;
- Collaborates with other primary health service provision units such as Cervical Cancer screening, Maternal and Child Care HIV Testing to strengthen VMMC promotion Conducts community diagnosis/assessment as a basis for coming up with effective approaches and strategies;

- Encourages the effective utilization of checklists by officers at different levels and make follow up on performance and impact;
- Performs any other duties as directed by the supervisor

Qualifications and experience

- Diploma in Health Education and Promotion, Public Health, Health Communication
- A Postgraduate training in Social Marketing, or Behaviour Change Communications is an added advantage
- 1-year experience in Community Mobilisation/Engagement in HIV Prevention Programs.

Knowledge, skills and attributes

- Strategy implementation
- Delivering quality health services
- Focusing on work relationships

Availability and hours of work:

- You must be flexible and available, weekends, holidays and overtime.
- You should be available to be called at short notice.
- Work schedule will vary based on the needs of the program
- NB: The position holder will be required to spend 80% of his/her time on the field/community and 20% in the office for planning and reporting.

Application letter and CV should be addressed to the: The Human Resources and Administration Manager, Private Bag X033, and Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: recruitment@achap.org.

Closing date for applications: 7th December 2021