



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

ACHAP was established as a public-private community development partnership in 2000 to enhance and support Botswana's HIV & AIDS response. Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment in Botswana for almost 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 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 with strong commitment to programme implementation to the following positions:

1. VOLUNTARY MEDICAL MALE CIRCUMCISION DOCTOR (Tenable in Greater Gaborone including Kgatleng and South East)

Job purpose:

The incumbent will be responsible for providing Safe Male Circumcision services and contribute to the achievement of ACHAP Safe Male Circumcision targets while supporting resource mobilization for the organization.

Roles and responsibilities:

- Conducts voluntary male circumcisions at the facility and at outreach sites extending to Kgatleng and South East districts
- Coordinates site clinical activities, manages commodities, ensures quality and logistics for the site
- Responsible for working with other district and national VMMC leaders and clinical staff to ensure provision of the highest quality services that adhere to international and national standards/protocols
- Provides mentoring and capacity building at the individual and organizational level in specific areas of expertise in VMMC and quality assurance
- Together with the DHMT and VMMC teams, prepares monthly, quarterly and annual reports on male circumcision services provided
- Provides technical support for development and production of IEC materials and messages

Qualifications and experience

- Degree in Medicine
- At least 2 years clinical/surgical practice in a health facility environment
- Experience in VMMC implementation
- Public Health is an added advantage
- Experience in resource mobilisation

Knowledge, skills and attributes

- Safe male circumcision especially Dorsal Slit technique
- Planning and implementation principles
- Relationship management
- Advocacy
- Training

2. VOLUNTARY MEDICAL MALE CIRCUMCISION (VMMC) NURSES (5) (2 positions tenable in Mahalapye, 2 positions in Molepolole and 1 position in Gaborone)

Job purpose

You will be responsible for assisting the Medical Officer to carry out Voluntary Medical Male Circumcision or leading VMMC surgical procedures.

Roles and responsibilities

- Assists the doctor during the VMMC procedure, and actively participate in implementation of models of optimizing volumes and efficiencies.
- Carries out pre-circumcision preparations and make sure that the operation room is ready for the operation and the required equipment is in good condition, functioning properly and is sterilized.
- Supervises booking of clients for post-operative care and follow up.
- Ensure adherence to cleaning of reusable instruments before handing them for further cleaning and autoclaving.
- Ensures clients receive the prescribed medications and wound care instructions before they leave the facility.
- Assists in data compilation for reporting to ACHAP, DHMT and MoHW as advised by the supervisor.
- Participates in the development and execution of the VMMC plans for the district.

Qualifications and experience

- Diploma in Nursing with a Postgraduate qualification (Midwifery, FNP etc.)- Degree or HND in General nursing or Bachelor of Nursing Science will be an added advantage.
- Up to date registration with the Nursing

- and Midwifery Council of Botswana
- Minimum of three (3) years post qualification as a registered nurse
- Theory training in VMMC and or Surgical training in Dorsal Slit technique
- Theatre and HTS counselling skills will be an added advantage

Knowledge, skills and attributes

- Infection control and Quality
- Experience in a theatre setting
- Ability to stand and work for long hours
- Attention to detail, Botho, Initiative

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
- On call arrangement

3. SENIOR SOCIAL AND BEHAVIOUR CHANGE COMMUNICATIONS OFFICER (Tenable in Gaborone)

Job Purpose

The incumbent will provide leadership and technical guidance on SBCC related programming. The officer will be responsible for development and guidance on the implementation of the organization's Social and Behaviour Change Communication (SBCC) strategy and related work plans.

Roles and responsibilities

- Develops a comprehensive Social and Behaviour Change Communication (SBCC) strategy and action plan.
- Coordinates, integrate and oversee the implementation, monitoring and evaluation of the ACHAP's SBCC component.
- Establishes collaborations in the identification, documentation and sharing of best practice in order to strengthen SBCC programming through participation in scientific forums and technical networks.
- Provides technical assistance, in the area of social marketing and behaviour change communications to Programmes and other departments.
- Develops or review technical resource materials and programming tools to support meeting of various programmes objectives.
- Conducts formative research for messages and materials development while working with partners to design communication and messaging content for various programmes.
- Provides technical support for the development and dissemination of IEC materials
- Guides and lead SBCC related proposal writing on social and behaviour change communications for possible funding.
- Represents ACHAP on technical working groups/committees as required
- Performs any other duties as directed by the supervisor

Qualifications and experience

- Degree in Health Education and Promotion with Behavior Change Communications, Social Marketing and or Health Communication.
- A Postgraduate training in Public Health is an added advantage.
- 10 years at Officer Level in Health Education and Promotion, Public Health, Health Communication

Knowledge, skills and attributes

- HIV and AIDS Prevention
- Behavior Change Communication
- Social Marketing
- Health Communication
- Monitoring and Evaluation
- Research Design
- Proposal writing skills.

4. PROGRAMME OFFICER (Tenable in Gaborone)

Job Purpose

The candidate will be responsible for developing and implementing the project annual plans and

budgets. The candidate will be expected to work closely with the Head of New Projects in coordinating the implementation of project activities including monitoring and reporting of project performance.

Roles and responsibilities

- Supports planning and coordination of program activities
- Working with the Head of Projects, coordinates the implementation of Sub Recipients plans.
- Builds partnerships and serve as liaison between the project and implementers including DHMTs.
- Provides technical assistance, in the area of project implementation to Sub Recipients and other implementers.
- Participates in the development of annual work plans and progress reports.
- Reviews programmatic reports and prepare performance updates for the Head of Projects
- Works with the Monitoring & Evaluation, Grant Management and Finance teams, conduct quarterly support visits to SRs/SSRs.
- Maintains an accurate and up to date database on ACHAP supported programmes;
- Collaborates in the identification, documentation and sharing of best practice in order to strengthen programming;
- Schedules and coordinates project review meetings internally and with Sub Recipients
- Represents ACHAP on technical working groups/committees as required
- Performs any other duties as directed by the supervisor

Qualifications and experience

- Degree in Social Sciences, Health Economics, Health Sciences, Demography, Social Statistics or any other related area
- 5 Years continuous experience in project planning and appraisal

Knowledge, skills and attributes

- HIV and AIDS prevention
- Behaviour change communication
- Social Marketing
- Programme/project management
- Training
- Proposal writing skills.

5. HUMAN RESOURCES OFFICER (Tenable in Gaborone)

Job purpose

The Human Resources Officer will be responsible for providing efficient Human Resources services to specified business units.

Roles and responsibilities

- Supports the development and implementation of human resources initiatives and systems within ACHAP.
- Provides guidance organisational policies and procedures relating to HR.
- Being actively involved in the recruitment process
- Assists in staff performance management processes and handles queries relating to performance appraisals
- Occasionally participates in review of employment and working conditions to ensure compliance
- Calls for performance plans at the beginning of the year, and sends out reminders on impending performance appraisals, provides technical support, and makes follows up to ensure the appraisals are completed on time;
- Identifies training needs from the completed appraisals, selects suitable programmes to cover the skills gaps and coordinates staff training
- Handles queries relating to salaries
- Handles disciplinary actions/grievances in line with the Disciplinary Policy Grievance Procedures
- Monitors staff contracts and handles terminations in line with set procedures
- Keeps records and ensures efficient retrieval of the same
- Coordinates activities related to wellness programmes; and
- Performs any other duties as directed by

the supervisor

Qualifications and experience:

- Degree or HND in Human Resources Management or Social Sciences in a related discipline.
- 3 years in Human Resources field doing Recruitment and/or Employee relations and/or Training

Knowledge and Skills:

- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding labour laws and disciplinary procedures
- Human Resources systems such HAY Guide Profile Chart, salary structuring and HR information systems
- Learning and development principles and practice; and
- Payroll software
- Excellent communication and interpersonal skills
- Strong ethics and reliability

6. RECORDS MANAGEMENT OFFICER (Tenable in Gaborone)

Job purpose

The incumbent will establish and maintain an effective records and information management service to ACHAP, ensuring proper identification, storage, retrieval, protection, preservation and retention of records to support decision making and service delivery

Roles and responsibilities

- Assists in the development of records management policies and recommends suitable procedures to management
- Advises and trains staff on records management to ensure efficient records management
- Facilitates accurate capture, storage and classification of records in order to ensure efficient retrieval of records
- Monitors and controls the migration from paper to electronic records management systems (as necessary)
- Monitors compliance with records management policies and procedures and recommends appropriate action to correct breach of the same
- Audits records inventories to determine effectiveness of records systems
- Controls the location and storage of records, including conducting an annual records audit and organizing the disposal of records in accordance with their retention schedule

Qualifications and experience

- Degree in Records Management or related discipline
- 3 years in records management

Knowledge and Skills:

- Cataloguing and classification of records
- Experience in development of filing systems
- Electronic records development and management; and
- Archiving

7. INFORMATION TECHNOLOGY OFFICER (Tenable in Gaborone)

Job purpose

The incumbent will be responsible for day to day IT operations which include systems administration backup processes and data security, ensuring business continuity and information security. The officer will also provide end user training and support.

Roles and responsibilities

- Software installation and configuration, and oversees the issuance of equipment to users in accordance with organization policy
- Supports end users in resolving system problems
- Configures network hardware such as routers and switches
- Implements network security measures and basic testing and deployment
- Tracks and maintains information technology assets

- Supports local area network and ensures all cabling, network ports, and equipment are labeled and documented properly;
- Systems administration including servers, firewall and telephone systems
- Ensures security of data and backs-up data and systems to ensure the organization is always in position to retrieve information when needed
- Builds training curriculums and training materials for end users and conduct user training
- Performs any other duties as directed by the supervisor.

Qualifications and experience

- Degree in Business Information Systems, Computer Science or related field
- A+ Certification, CCNA, MCITP/MCSE Certification is an added advantage
- 3 years hands on experience supporting a Microsoft Windows desktop environment for an organization of at least 30 users
- Maintenance of standardized desktop images and software patches using Group Policy, automated scripting, Microsoft Systems Centre or other automated means

Knowledge, skills and attributes

- Attention to detail
- Problem solving
- Analytical skills
- Communication
- Trouble shooting

8. COMMUNITY TB/HIV SUPERVISOR (3) (Tenable in Maun, Selebi Phikwe and Tutume)

Job purpose

The purpose of the role is to coordinate the implementation of the TB/HIV activities in the assigned districts through the supervision of TB/HIV volunteers and coordinating with local facilities and stakeholders.

Roles and responsibilities

- Participates in developing project's annual work plans, budgets, and progress reports
- Coordinates of community based TB and TB/HIV project at district level
- Oversee the implementation of DOT activities by volunteers
- Day to day supervision of volunteers within the district
- Participates in training and orientation of Community volunteers
- Facilitates trainings and build capacity in areas related to TB and TB/HIV co-infection interventions.
- Conducts assessment of health facilities for establishing TB/HIV integrated interventions.
- Responsible for District TB/HIV budgeting
- Reviews the performance indicators and reports produced by different by volunteers and suggest necessary changes
- Compiles district weekly, monthly, quarterly and annual district reports

Qualifications and experience

- Certificate in community Health or related field
- Diploma will be an additional advantage
- 2-3 years' experience in TB/HIV program implementation

Knowledge, skills and attributes

- Ability to communicate effectively
- Community TB and HIV care
- TB & HIV disease prevention and control
- Negotiation and coordination
- Computer literacy

Application letter and CV should be addressed to the attention: The Assistant Manager Human Resources, 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: - ACHAP Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana

Closing date for applications: 7th March 2019