



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. 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 with strong commitment to programme implementation to the following positions:

NATIONAL MONITORING AND EVALUATION ADVISOR- DREAMS (1 position tenable in Gaborone)

Job purpose:

The incumbent will be responsible for coordinating and providing technical expertise for the Monitoring & Evaluation components of Botswana's DREAMS-like activities, including ensuring that activities are in alignment with PEPFAR DREAMS guidance.

Roles and responsibilities:

- Serve as the primary point of contact for all DREAMS M&E activities
- Work closely with the USG PEPFAR team, Government of Botswana and implementing partners to ensure that DREAMS data is appropriately collected, reported and activities are layered in accordance with PEPFAR DREAMS guidance
- Coordinate and support regular collection and reporting of DREAMS data, including MER data and layering data across Implementing Partners (IP's)
- Collaborate with the Government of Botswana and implementing partners on referral tracing and ensuring that referrals are captured within DREAMS reporting systems
- Provide technical assistance on the collection and reporting of DREAMS data
- Participate and play an advisory role in the activities of the DREAMS TWG and relevant sub-working groups
- Coordinate and manage monthly DREAMS M&E meetings with partners
- Work with leadership to respond to reporting requests from the Government of Botswana, the U.S. Office of Global AIDS Coordinator, and other bodies

Qualifications and experience

- Bachelor's degree or higher in Monitoring and Evaluation, Demography, Public Health, Epidemiology, or related discipline
- Master's degree, is an added advantage
- Minimum of 5 years of experience in monitoring and evaluation of public health/development programs with demonstrated broad technical knowledge and experience in (a) M&E (b) program analysis and planning, and (c) planning, coordination and management of programs
- Minimum 2 years of HIV/AIDS monitoring and evaluation and program management experience is an added advantage.
- Data management and analysis skills, particularly in Excel, are required

Knowledge, skills and attributes

- Knowledge of and experience with complex, web-based program planning and reporting databases, specifically DHIS 2 and Excel
- Knowledge of and experience with statistics software, such as SAS, SPSS, Stata
- Demonstrated skills in developing and managing performance management plans for USG – funded projects.
- Knowledge of USG policies and guidance related to implementation of PEPFAR preferred

MONITORING AND EVALUATION ASSISTANT (1 position tenable in Gaborone)

Job purpose

The incumbent will be responsible for all data collection and collation for ACHAP programs. The M & E Assistant will also be responsible for monitoring activity progress according to project indicators and tracking implementation of quality improvement measures

Roles and responsibilities:

- Capture VMMC data on spreadsheets as data continues to cumulate, for easy analysis, and reporting
- Compile and submit daily, weekly and monthly reports from the VMMC sites as per agreed reporting parameters to management
- Assist the Senior M&E Officer in producing periodic monitoring reports to ensure the VMMC program has accurate and useful data to inform program development
- Conduct monthly data verifications to ensure accuracy, completeness and produce data verification reports
- Follow up all identified data verification gaps for closure with support from management
- Ensure adequate supply of the data collection and reporting tools; VMMC SOP's at the VMMC sites at all times
- Support capacity building initiatives and activities by the M&E Unit
- Participate in all internal and external VMMC Quality Initiatives/activities as required by the relevant Authorities (SIMS, EQA and internal audits)
- Update the VMMC databases on DHIS 2 and Microsoft Excel
- Ensure proper filing of incoming and outgoing VMMC M&E documents
- Protect client's rights and uphold high confidentiality standards at all levels

Qualification and experience

- Diploma in Health Information Management System, Statistics, Social Sciences, Public Health, Epidemiology, Demography or Related field
- Training on Monitoring and Evaluation
- 6 months of work experiences on Voluntary Male Medical Circumcision Programme
- Experience working in an NGO Setup/Project Based/Performance Based Setup will be an advantage.

Knowledge and Skills:

- Quantitative and qualitative research techniques
- Computer based MS package in particular excel, word, PowerPoint
- Basic knowledge of M&E processes and techniques
- Valid driving license
- The position requires availability and willingness to work outside regular office hours occasionally

Application letter and CV should be addressed to the attention: The Assistant Manager Human Resources, Private Bag X033, 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: 07th April 2019