



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENTS

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 close to 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, local communities, 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 development organization 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. TB SPECIALIST (Tenable in Gaborone)

Job purpose

The TB Specialist will be responsible for providing strategic and technical guidance on TB care, HIV and Silicosis

Roles and responsibilities

- Managing and coordinating the TB Care and Prevention Module, especially the TB Active Case Finding intervention, which includes creation of buy in, capacity building and mentoring NTP on TB Surveillance Models
- Liaise with the Capacity Building Specialist to ensure that appropriate and adequate content on TB, HIV and Silicosis is infused in the Capacity Building Plan for CSOs
- Lead capacity building initiatives geared towards enhancing CSOs competence in delivering a comprehensive TB, HIV and Silicosis interventions at the community level
- Work closely with Ministries of Health in Cluster 2 countries in the strengthening of sputum process chain to address logistical challenges that compromise ability for clients to access diagnostic services or for health facilities to provide diagnostic services
- Work closely with BOHS in the development of a Minimum Package of Occupational Health Services for Artisanal and Small Scale Miners and coordinate its deployment
- Lead the capacity building of inspectorates to monitor and enforce mine health and safety legislation and regulations
- Liaise with BOHS to meet ACHAP oversight responsibility in management of the OHSCs

Qualifications and experience

- Degree in medicine
- 2 years clinical/surgical practice in a health facility environment
- Registration with Botswana Health Profession's Council
- At least 5 years experience with clinical TB care
- At least 2 years experience with program planning, assessment, and implementation of TB clinical care
- Experience in the provision of TB clinical training and curriculum development

Knowledge, skills and attributes

- Excellent interpersonal skills and ability to work with people of different cultural backgrounds
- Ability to analyze and interpret data and write reports
- Ability to apply problem-solving skills to ongoing challenges
- Strong organizing, planning, and prioritizing skills
- Capacity to operate both as a team player in large diverse teams as well as individually
- Demonstrated exceptional training, coaching and mentoring ability
- Self-motivated with a strong work ethic

2. VOLUNTARY MEDICAL MALE CIRCUMCISION NURSE (Tenable in Gaborone)

Job purpose

The VMMC nurse will be responsible for assisting the Medical Officer to carry out Voluntary Medical Male Circumcisions and manage the surgical procedures

Roles and responsibilities

- Assist the doctor during VMMC procedures and actively participate in implementation of models of optimizing volumes and efficiencies.
- Suturing following the VMMC procedure
- Ensure safety for all in the procedure/operating room
- Carry 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.
- Supervise booking of clients for VMMC to ensure correct registration and follow up of clients
- Provide counselling for HIV testing and VMMC acceptance, and answer client questions regarding the VMMC procedure
- Organize and prepare schedules for outreach services

- Assist in data compilation for reporting to DHMT and MOH as advised by the supervisor.
- Participate in the development of the VMMC plan for the district

Qualifications and experience

- Degree/Diploma in General Nursing or BNS
- Midwifery or some surgical experience that would have included suturing
- Minimum of four (4) years post qualification as a registered nurse
- Registration with the Nursing and Midwifery Council of Botswana
- Theatre and counselling skills will be an added advantage
- Experience as a theatre nurse will be a PLUS

Knowledge, skills and attributes

- Infection control measures in the health care setting
- Thorough knowledge of nursing practices in the operation/procedure room
- Ability to stand and work for long hours.
- Attention to detail, Botho, Initiative

Availability and hours of work:

- Must be flexible and available, weekends, holidays and overtime.
- Should be available to be called at short notice.
- Work schedule will vary based on the needs of the program
- On call arrangement

3. FINANCE OFFICER (Tenable in Gaborone)

Job purpose:

The Finance Officer processes payments, reconcile and record accounting and financial information into the books of ACHAP and also liaises with third parties (external).

Roles and responsibilities

- Maintains staff advances and travel advances to ensure that ACHAP funds are not misused
- Captures data in designated accounting or ERP systems to facilitate financial reporting and availability of any non-financial information
- Prepares cheques to ensure ACHAP and ACHAP supported project(s) suppliers are paid on time
- Captures receipts and payments in the cashbook to necessitate bank reconciliation
- Passes journals and prepares bank, general ledger and balance sheet reconciliations for ACHAP and other projects
- Processes travel expenses in the system to clear debtors accounts and to facilitate reconciliation of these accounts
- Maintains fixed asset register to ensure all physical assets have been accounted for before computation of the monthly depreciation journal;
- Prepares VAT returns, submits and files returns thereof in order to ensure that all VAT claimables for the quarter have been claimed from Tax Authorities; and
- Carries out other financial activities as directed by the supervisor.

Qualifications and experience

- Degree, HND, or Diploma in Finance, Accounting or accounting qualification such as AAT
- 3 years' experience in a computerized accounting environment
- Prior experience working in a donor-funded environment will be an added advantage

Knowledge, skills and attributes

- Accounting software, spreadsheets, presentation and word processing software
- Familiarity working with ERPs will be an added advantage

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

Closing date for applications: 22nd June 2018