



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 more than 16 years 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 prides itself as a health development organization. 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. EXECUTIVE OFFICER PROGRAMS (1 position tenable at the ACHAP Head Office)

#### Job purpose

The incumbent will provide leadership, management, and strategic direction for the Programs department; responsible for the effective delivery of all research, implementation and other programs or projects delivered by ACHAP in Botswana and the region. The Executive Officer Programs will access and coordinate the resources necessary for cost effective delivery, maintain high standards of department performance, provide overall quality assurance and ensure that accepted standards of accountability are maintained for all stakeholders.

#### Qualification and experience

- PhD in Health related field or equivalent qualifications
- Degree in Public Health or Business Administration (e.g., MBA), Public Administration, Management, Development Studies etc. With at least a Certificate in Project management
- At least 15 years of relevant experience post degree, of which 10 years should be in providing senior technical expertise for at least four of the following areas: HIV prevention, care and treatment; child health; maternal health; reproductive health; tuberculosis; Non-Communicable Diseases, health systems strengthening; quality improvement / quality assurance in health systems; or behavioural interventions
- At least 12 years of experience in public health programs in developing countries, preferably in the area of health policy and advocacy, or related areas

#### Knowledge and Skills:

- HIV and AIDS;
- TB/HIV collaboration and integration. Health systems strengthening;
- Program management
- Research management
- Monitoring and evaluation

### 2. ASSISTANT DIRECTOR BUSINESS DEVELOPMENT (1 position tenable at the ACHAP Head Office)

#### Job purpose

The Assistant Director Business Development will be responsible for promoting the sustainability of ACHAP through resource mobilising, networking and forging of strategic partnerships. To coordinate the acquisition and successful performance of multiple funded projects and grants; responsible for protecting ACHAP from financial loss and reputational risk, due to under-performance or non-compliance; contributes to ACHAP sustainability by helping to ensure successful performance of funded projects and grants

#### Qualifications and experience

- Degree or Masters Degree in Business Administration, Grants Management, Marketing or related field
- 5 to 10 years in resource generation for the development sector or market development in the private sector
- Proven track record in securing funded projects or developing new product/ market areas

#### Knowledge, skills and attributes

- Proposal writing
- Resource mobilisation
- Grants Management

### 3. RESEARCH, MONITORING AND EVALUATION MANAGER (1 position tenable at the ACHAP Head Office)

#### Job purpose

The position will provide monitoring, research and evaluation services to ACHAP and its partners, participate in the documentation, knowledge generation and sharing of experiences

#### Qualifications and experience

- Masters degree in Epidemiology, Public Health, Sociology, Monitoring and Evaluation or equivalent degree
- Advanced Training in M&E is an added advantage
- 10 years' and over experience in Monitoring and Evaluation of HIV and AIDS or Health related programmes and development of functional monitoring and evaluations systems
- Operations research experience is essential including evidence of peer-reviewed publications
- Possession of a PhD will be an added advantage.

#### Knowledge and Skills:

Quantitative and qualitative research techniques

#### Knowledge, skills and attributes

- Quantitative and qualitative research techniques
- Computer based statistical packages such as SPSS, ACCESS
- M&E Plan
- Performance Framework

### 4. TRAINING MANAGER (1 position tenable at the ACHAP Head Office)

#### Job purpose

The purpose of the position is to strategize, develop, lead and manage the ACHAP training & capacity building programs. This will include responsibility for all aspects of the training function, including needs assessment, design and delivery, evaluation, and marketing.

#### Qualifications and experience

- Degree in Human Resources Management, Social Sciences, Education or related discipline
- Possession of reputable training certification for competency based training will be an added advantage
- Demonstrated experience in curriculum and training material development
- Must be an accredited with Botswana Qualifications Authority or equivalence
- 8-10 years of experience in a training and development role with a focus on training, instructional design and delivery
- Experience with Learning Management Systems and other learning technologies
- Proficiency in using multiple and innovative training delivery methods and mediums to include on-line tools such as webcasts, and E-learning

#### Knowledge, skills and attributes

- Training, facilitation
- Organisational design;
- Organisational development;
- Learning and development principles and practice
- Policy development
- Budgeting

### 5. FINANCE SPECIALIST (1 position tenable at the ACHAP Head Office)

#### Job purpose:

To oversee the processing of payments, preparation of ledger reconciliations and recording of accounting and financial information into the books of ACHAP, ACHAP-Botswana and any other project in order to ensure accurate monthly financial and management accounts.

#### Qualification and experience

- Degree or HND in Public/Business Administration, Accounting, Finance, or related area (e.g. qualification such as AAT);
- 7 years in grants management, auditing or accounting
- Possession of an ACA, ACCA or other equivalent professional qualification will be an added advantage.

#### Knowledge and Skills:

- Accounting software, spreadsheets, word processing, and presentation software;
- Ability to handle queries from suppliers, partners, financial institutions and programs;
- Familiarity with Enterprise Resource Management software.

### 6. VOLUNTARY MEDICAL MALE CIRCUMCISION DOCTOR (1 position tenable in Letlhakeng)

#### Job purpose:

To provide Safe Male Circumcision services and contribute to the achievement of ACHAP Safe Male Circumcision targets.

#### Qualifications and experience

- Degree in medicine
- At least 2 years clinical/surgical practice in a health facility environment

#### Knowledge, skills and attributes

- Safe male circumcision
- Planning principles
- Leadership
- Results focus
- Relationship management
- Advocacy
- Strong commitment to programme Implementation

Application letter and CV should be addressed to the attention: The Human Resources and Administration Manager, Private Bag X033, and Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: [recruitment@achap.org](mailto: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: **15<sup>th</sup> September 2016**