



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

ACHAP was established in 2000 as a country-led Public Private Partnership between the Bill and Melinda Gates Foundation (BMGF), The Merck Foundation (TMF), and the Government of Botswana (GoB). ACHAP has supported the GoB in delivering national HIV treatment and prevention programmes with remarkable success.

The African Comprehensive HIV/AIDS Partnerships (ACHAP) seeks to appoint suitably qualified and highly motivated individuals with strong commitment to programme implementation to the following positions for an upcoming Voluntary Medical Male Circumcision (VMMC) and Early Infant Male Circumcision (EIMC) Project in Swaziland.

The positions are contingent upon award of funds and will be based in Mbabane, Swaziland.

Chief of Party (COP)

Main purpose of the job:

The Chief of Party will be responsible for: providing overall leadership, guidance and management of the ACHAP supported Swaziland VMMC/EIMC project working very closely with the Ministry to increase uptake of quality services. Major role will be to ensure achievement of project strategic objectives through high-quality programming that meets or exceeds expected technical quality and reporting requirements, overseeing the development, implementation and monitoring of the project and operational plans and annual budgets for all projects including the Early Infant Male Circumcision (EIMC) Project. The COP will ensure cost-effective use of donor resources as well as ensuring smooth management and transition of the programme and services to Swazi government. The (COP) will also act as the key liaison with USAID, Swazi government, implementing partners and other local organizations as well as the ACHAP primary spokesperson and representative for the Swaziland project office

Principal Accountabilities

- Establishes and maintains cooperative relationships with governmental agencies, implementing partners and other local organizations regarding technical and programmatic initiatives, both at the national, regional and sub-regional level. Plans and ensures smooth management and transition of the programme and services to Swazi government
- Works closely with partners and program teams to ensure quality evidence-based planning and implementation of the project
- Ensures that ACHAP provides high quality technical assistance to local partners, conducts regular monitoring and mentoring visits to implementing partners.
- Develops the Swaziland Office strategic plans, policies and systems in collaboration with the Director Finance and Administration.

- Ensures effective coordination and communication between the Swaziland Project Office and other organizational departments at ACHAP Head Quarters.
- Provides overall guidance and direction for supervision of field offices, staff and ensures strong performance and job satisfaction;
- Provides feedback to ACHAP and support to project teams in its day-to-day operations provides regular written/oral program progress updates as requested by ACHAP, GOKS or USAID.
- To oversee the effective management of the organization's grants management, financial and administrative systems, information technology, human resources, and communications and advocacy.
- Adjusts project strategy and approach in consultation with the GOKS, USAID and ACHAP as needed according to shifting realities on the ground.

Minimum qualifications and experience required

- MD or PhD plus Masters Degree in Public Administration, Business Administration, Public Health or equivalent qualification
- Ten (10) years work experience at senior management level in public health or health program management of which five (5) should be at Director Level.

The candidate must demonstrate the following:

- Proven leadership in the design, management, implementation and monitoring & evaluation of large and complex international donor-funded programs
- Experience in all aspects of project management including, financial oversight, Human Resources management
- Extensive knowledge of VMMC, HIV/AIDS health programs and health service delivery
- Proven track record of success in overseeing projects with strong sub grant components.
- Experience and demonstrated familiarity with USAID regulations and procedures
- Experience successfully implementing USAID projects strongly preferred
- Experience in the design and implementation of Safe male circumcision interventions in the context of the broader HIV prevention effort will be an added advantage

Director of Finance and Administration (DFA)

Main purpose of the job:

The Director of Finance and Administration will work closely with the Chief of Party and Executive Officer Operations to ensure strong financial and operational systems are in place, this will include building new systems to support the Swaziland Project Office. The position is also responsible for providing leadership, planning, management, and oversight of all major financial, human resource, Risk, Communications and Advocacy and administrative operations of the Project Office.

Principal Accountabilities

- Directs the development and implementation of policies, internal administrative/financial controls, systems and procedures in order to safeguard the assets of the project and ensure compliance with donor, legal and other requirements;
- Ensures that appropriate organisational structures and supporting systems are in place, in collaboration with the Chief Of Party;
- Directs the budgeting process and the establishment of budget controls for the project office;

- Analyses and presents financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements;
- Collates financial reporting materials and oversees all financial, project/program and grants accounting.
- Oversees the monitoring of the project annual budget and ensures expenditure is in line with budget;
- Coordinates and leads the annual audit process, liaises with external auditors and the Executive Officer Operations
- Ensures compliance with USAID contract rules and ACHAP policies
- Directs the effective implementation and development of the full suite of Human Resources Management practices according to best practices and legal obligations including recruitment selection, reward management, health and safety, diversity, employee relations, change management and training
- Ensures that the project office is adequately staffed with qualified and engaged employees;
- Oversees the development of procurement and asset disposal policies and procedures and ensures compliance with the same;
- Identifies and resolves operational and logistical issues impeding effective implementation of the project and activities;
- Oversees the development and implementation of suitable information technology policies and strategies to address the information technology needs of the project;
- Ensures that adequate policies and procedures are in place to promote a positive public image and reputation and works closely with the Executive Officer Operations to ensure effective external relations for the project;
- Ensures that the project maintains internal controls and that Risk Management policies are in place
- Reviews and monitors contract compliance to ensure that sub-contractors and service providers maintain agreed standards of reporting
- Work closely with Executive Officer Operations and Chief of Party to verify financial reports prior to submission to USAID

Minimum qualifications and experience required

Degree in accounting, arts or sciences plus a Masters degree in Public Administration, Business Management related field and a full professional accounting qualification (e.g. ACCA, CIMA, CA)

- Ten (10) years' work experience five (5) of which must be at Director level in operations management, administrative management, Human Resources management, financial management or program management of a non-governmental organization or significant organizational unit of a large international organization/agency or government agency
- Experience in public health or healthcare, with an understanding of HIV/AIDS issues preferred
- Experience successfully implementing USAID projects strongly preferred.

The candidate must demonstrate the following:

- Proven strategic leadership in the design, management, implementation and budgeting and budgetary control of large and complex international donor-funded programs.
- Experience in all aspects of project management including, financial oversight, Human Resources management
- Extensive knowledge of VMMC, HIV/AIDS health programs and health service delivery

- Proven track record of policy development Experience and demonstrated familiarity with USAID regulations and procedures
- Experience successfully implementing USAID projects strongly preferred

Technical Operations Director

Main purpose of the job:

To coordinate the implementation of the Voluntary Medical Male Circumcision (VMMC) and Early Infant Male Circumcision (EIMC) service delivery Project in Swaziland and the support to the Government of the Kingdom of Swaziland.

Principal Accountabilities

- Leads the review and development of an evidence based VMMC/EIMC project Programme in line with the project and organizational goals; and develops programmes related policies, procedures and structures that will support and ensure attainment of the Swaziland VMMC/EIMC project objectives;
- Collaborates with the Executive officer programmes and Director monitoring and Evaluation in the development and implementation of the project Monitoring and Evaluation Plan (PMP);
- Directs the development of annual work plans and budgets in line with VMMC/EIMC project objectives; and ensures optimum allocation and utilization of programme resources including ensuring expenditure is within budget;
- Ensures timely documentation and dissemination of programme information to relevant stakeholders, and collaborates closely with the Communications and Advocacy function at head office to ensure synergy between communications and programmes functions in supporting programme delivery and uptake;
- Creates and maintains networks and relationships with relevant stakeholders to support the attainment of the project goals;
- Fosters strong collaboration with government, development, and implementing partners providing technical advice and advocacy for key interventions and strategies;
- Coordinates and provides technical assistance in the development of the VMMC/EIMC Implementation/Roll out plan, and monitors its implementation
- Liaises with relevant departments within the Swazi MOH to provide technical support to the departments and districts for integrating VMMC/EIMC programme into their national and District plans;
- Liaises with Swaziland Department of Clinical Services to monitor implementation of VMMC/EIMC plans and implements training of Health care providers on VMMC/EIMC
- Coordinates Partner support in the implementation of VMMC/EIMC services delivery
- Coordinate VMMC/EIMC surveillance and project research related activities.
- Supports the M&E team to develop relevant guidelines/tools for the monitoring of VMMC/EIMC implementation and provides support for the proper and timely use of the tools;
- Provides capacity building support including staff recruitment training, mentorship, and procurement of VMMC/EIMC supplies;
- Prepares monthly, quarterly and annual reports on VMMC/EIMC related to HIV/AIDS/STI prevention activities;
- Provides technical support towards the development and production of IEC materials and messages to support VMMC/EIMC plan implementation in collaboration with relevant partners

- Collaborate with key stakeholders and Non-Governmental Organisations to promote public understanding, awareness that facilitate utilization of VMMC/EIMC services.

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The candidate must demonstrate the following:

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- Experience in all aspects of project management including, financial oversight, Human Resources management
- Extensive knowledge of HIV/AIDS health programs and health service delivery
- Proven track record of success in overseeing projects with strong sub-grant components.
- Experience and demonstrated familiarity with USAID regulations and procedures
- Experience in successful implementation of USAID projects strongly preferred
- Experience in the design and implementation of Voluntary Medical male circumcision interventions in the context of the broader HIV prevention effort will be an added advantage.

Knowledge of the Swazi political, social, cultural, environmental and development context strongly preferred, as such, Swazi nationals are encouraged to apply

Remuneration

ACHAP offers an attractive salary that is commensurate with qualifications and experience.

Length of Contract

The length of contract is 3 years with possibility of extension

Languages

Fluency in English required.

Knowledge of Swati is an advantage

Application letter and CV should be addressed to the attention: The Human Resource and Administration Manager, Private Bag X033, Gaborone, Botswana. Submit your applications electronically to recruitment@achap.org. Should you need further information on the positions please contact: mmama@achap.org

Closing date for applications: 4th June 2014