



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), Early Infant Male Circumcision (EIMC) and Pre-Education Project in Lesotho.

These positions are contingent upon award of funds and will be based in Maseru, Lesotho. Knowledge of the Lesotho political, social, cultural, and environmental and development context is strongly preferred as such Lesotho nationals are encouraged to apply.

CHIEF OF PARTY

Main purpose of the job:

The Chief of Party will be responsible for: the providing overall leadership, guidance and management grounded in the uptake of male circumcision services, pre-service nursing education, project's strategic objectives to ensure 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 and ensuring cost-effective use of donor resources; and ensuring smooth management and transition of the programme and services to Lesotho government. They will also act as the key liaison with USAID, government, implementing partners and other local organizations and primary spokesperson and representative for the Lesotho 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 district and national level;
- Plans and ensures smooth management and transition of the programme and services to Lesotho government
- Works closely with partners and program teams to ensure quality evidence-based implementation of the project

- Ensures that ACHAP provides high quality technical assistance to local partners, Conducts regular monitoring and mentoring visits to local partners.
- To develop the Lesotho Office strategic plans, policies and systems in collaboration with the Director Finance and Administration.
- Ensures effective coordination and communication between the Lesotho 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 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
- Promote and ensure the increase in pre-service education in Lesotho and
- Adjusts project strategy and approach in consultation with 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
- 10 years at senior management level in public health or health program management of which 5 should be at Director Level.

The candidate must demonstrate the following skills and competencies:

- 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 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

TECHNICAL DIRECTOR MALE CIRCUMCISION

Main purpose of the job:

The Technical Director Male Circumcision will coordinate the implementation of the Voluntary Medical Male Circumcision (VMMC) and Early Infant Male Circumcision (EIMC) service delivery Project in Lesotho and the support to the Government of the Kingdom of Lesotho.

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 Lesotho VMMC/EIMC project objectives;
- Collaborates with the 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 Lesotho MOH to provide technical support to the departments and districts for integrating VMMC/EIMC programme into their District plans;
- Liaises with Lesotho 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 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

Minimum qualifications and experience required:

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

The candidate must demonstrate the following skills and competencies:

- 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 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

SENIOR PROJECT MANAGER

Main purpose of the job:

Under the supervision of the Chief of Party, the **Senior Project Manager** will manage the start-up and day-to-day program across the project sites including recruitment and budget management, liaise and coordinate with the appropriate government authorities, donor and other agencies of interest.

Principal Accountabilities:

- Leads the project start-up and scale up across the project sites;
- Leads grant kickoff process and develop work plan, recruitment plan, reporting mechanisms and training plan using the project monitoring tool;
- Tracks budget and manages program activities according to the scope of the grant and budget;

- Collaborates with the national authorities and relevant international agencies for the development of an approved curriculum, and to ensure implementation of standardized national health information systems to meet training needs and implement those plans through the management team and field teams;
- Works with the program team to design and implement a reporting system to monitor and evaluate the objectives, indicators and outcomes of the country programs as well as trends in mortality and morbidity. Implements and maintains prescribed reporting systems to monitor and evaluate the objectives, indicators and outcomes of the country programs;
- Updates country office on progression of programs as per protocol;
- Represents the organization at task force meetings, assessment missions, camp coordination meetings, USAID coordination meetings, NGO coordination meetings as appropriate;
- Trains national staff to increase their responsibilities in order to build capacity and ensure sustainability of programs;
- 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;
- Oversees the monitoring of the project annual budget and ensures expenditure is in line with budget;
- 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 and employee relations;
- 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;
- Works closely with Chief of Party to verify financial reports prior to submission to USAID.

Minimum qualifications and experience required:

- Master's degree in Public Health, Social Sciences, Development Studies or related field.
- Certificate in Project Management will be an added advantage.
- 3 years experience in program design and evaluation.
- Experience in public health or healthcare, with an understanding of HIV/AIDS/EIMC/VMMC issues preferred.
- Experience successfully implementing USAID projects strongly preferred.

The candidate must demonstrate the following skills and competencies:

- Strategic leadership and planning
- Policy development
- Budgeting and budgetary control

- Organisational development
- Visioning and setting strategic direction
- Networking and relationship management
- Developing and empowering self and others
- Influence and impact
- Decisiveness and integrity
- Communication skills, results focus and advocacy.

TECHNICAL DIRECTOR, MONITORING, EVALUATION AND RESEARCH

Main purpose of the job:

The Technical Director, Monitoring, Evaluation and Research will ensure that the impacts of ACHAP's support to Lesotho's multi-sectoral response to the HIV/AIDS epidemic are objectively measured; as well as ensuring full documentation and sharing of lessons learned, implementation challenges, success stories and best practices.

Principal Accountabilities:

- Contributes to the development of the institutional and programming plans through ensuring that measurement mechanisms are built into the plans;
- Develops the M&E annual work plans and budget and ensures that activities and expenditure are in line with the plan and the budget;
- Leads the development and implementation of ACHAP's M&E Framework that supports the achievement of the organisation's mission, vision and goals, in alignment with national and international requirements;
- Guides the development and implementation of a reporting framework for ACHAP supported programmes;
- Leads the generation and sharing of strategic information and knowledge that assists ACHAP, its partners and other stakeholders to attain their goals;
- Identifies knowledge gaps, defines research priorities for ACHAP and ensures research is conducted in line with the organisational research funding policy;
- Directs the documentation of best practice in order to meet the organisational objective of knowledge generation and sharing;
- Oversees ACHAP's M&E capacity building activities of key Government and Civil Society partners;
- Represents ACHAP in key national and international fora ;
- Collaborates with other departments in order to ensure integration of activities and process efficiency for effective service delivery within operational areas as well as internal and external customers;
- Supervises staff and ensures strong performance and job satisfaction; and
- Performs any other duties as directed by the supervisor.

Minimum qualifications and experience required:

- Masters Degree in Monitoring and Evaluation, Epidemiology, Biostatistics or related field
- 5 years in monitoring and evaluation at managerial level

The candidate must demonstrate the following:

- Strategic leadership and planning, Policy development, Budgeting and budgetary control
- Organisational development, Visioning and setting strategic direction, Networking and relationship management, Developing and empowering self and others, Influence and impact, Decisiveness and integrity, Communication skills, results focus and advocacy.

DIRECTOR SOCIAL BEHAVIOUR CHANGE COMMUNICATIONS

Main purpose of the job:

The Director Social Behaviour Change Communications will provide technical guidance in the design, implementation and evaluation of evidence informed behaviour change communication interventions supported by ACHAP at national and operational area level.

Principal Accountabilities:

- Assists national level partners and supports the operational area teams in planning for Behaviour Change;
- Assists Programmes and implementing partners in the development of appropriate M&E indicators and tools for monitoring behaviour change;
- Assists in monitoring the implementation of behaviour change interventions;
- Assists in identification of behaviour change training needs for Programme staff and implementing partner staff;
- Provides technical support for the development and dissemination of IEC material;
- Maintains an accurate and up to date database on ACHAP supported programmes;
- Conducts or out sources behaviour change training in order to address the identified skills gaps;
- Collaborates in the identification, documentation and sharing of best practice in order to strengthen SBCC programming;
- Represent ACHAP on technical working groups/committees as required; and
- Performs any other duties as directed by the supervisor

Minimum qualifications and experience required:

- PHD in Public health and post graduate qualification in Health Education and Promotion
- Masters of Health Education and Promotion, Public Health or related field
- 5 years at management level in health promotion

The candidate must demonstrate the following:

- Strategic leadership and planning, Development of
- Programme and Project Management, Visioning and setting strategic direction, Networking and relationship management, Developing and empowering self and others, Influence and impact, Decisiveness and integrity, Communication skills, results focus and advocacy.

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 Sesotho is an advantage

Please note:

ACHAP will only respond to shortlisted candidates

Application letter, CV and certified copies of certificates to be sent to info@iggle.co.ls or gmofolo74@gmail.com

Hand delivery at Thetsane Office Park, Room FF12, Maseru 100.

Closing date for applications: **22nd July 2014.**

