



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 more than 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, 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 corporation entity with 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 position:

1. Finance and Procurement Manager

Job purpose

The Finance and Procurement Manager shall be responsible for reviewing and developing internal control systems including preparation and control of budgets in order to ensure optimal usage of funds. They shall also prepare monthly management accounts, financial statements and other reports in order to ensure transparency usage of funds.

Roles and responsibilities:

- Prepares annual and adhoc budgets;
- Prepares monthly management accounts and carries out variance analysis in order to control expenditure;
- Prepares quarterly financial accounts for the Board and prepares annual financial statements in compliance with IFRS;
- Prepares other finance reports as requested by the supervisor or the Board;
- Reviews detailed monthly ledger and reconciliations before sign off in order to ensure data accuracy;
- Reviews and develops internal financial controls in order to mitigate risk
- Reviews audit file and oversee the external audit process;

- Authorizes payment of suppliers/contractors/grantees and ensures accuracy and completeness of payments;
- Oversees accounting support to ACHAP programs and funded projects;
- 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
- Reviews, develops and maintains administrative policies and procedures including procurement, travel, asset disposal, records management, fraud, vehicle use;
- Develops annual work plans for the finance and procurement unit and contributes to the formulation of the Operations budget;
- Negotiates and maintains ACHAP contracts and agreements including long term contracts such as insurance, and lease agreements;
- Oversees security of assets including insurance and physical security of premises, vehicles, office furniture and equipment;
- Monitors procurement activities and ensures compliance with set policy and procedures; reception of merchandise, inventories and sale of assets;
- Controls the movement of assets within ACHAP and leads in the disposal of assets;
- Insures motor vehicles and ensures that that they are licensed and roadworthy;
- Oversees property maintenance and security;
- Oversees provision of efficient transport services to ACHAP;
- 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 customer

Qualification and experience

- Full professional qualification in accounting such as ACCA, CIMA, CA is a must.
- Degree in accounting and/or Master's degree in a related field is desirable
- Experience working with PEPFAR and Global Fund funded projects.
- At least 10 years of comparable work experience in a computerized accounting environment with at least 5 years of which should be at Finance Manager level.

Knowledge and Skills:

- Knowledgeable of international accounting standards

2. Human Resources Assistant- 1 position tenable in Gaborone

Job purpose

The HR Assistant will provide efficient Human Resources services to specified business units.

Roles and responsibilities

- Prepares job advertisements for placement in appropriate media and shortlists potential candidates;
- Makes arrangements for interviews to be carried out and participates in the selection interview process;

- Carries out reference checks and drafts offer of employment letter;
- Conducts orientation and induction of new staff and monitors probation of new employees;
- Carries out administrative duties relating to new employees including opening personal files, organizing permits for expatriates, processing medical aid and insurance;
- Calls for performance plans at the beginning of the year, and sends out reminders on impending performance appraisals, provides technical support, and makes follows up to ensure the appraisals are completed on time;
- Prepares summary of appraisal results and participates in the Consistency Check Committee to calibrate performance ratings;
- Handles queries to performance appraisals
- Identifies training needs from the completed appraisals, selects suitable programmes to cover the skills gaps and coordinates staff training;
- Handle queries relating to salaries;
- Handle disciplinary actions/grievances in line with the Disciplinary Policy and Grievance Procedures;
- Monitors staff contracts and handles terminations in line with set procedures;
- Keeps records and ensures efficient retrieval of the same;
- Processes payroll, makes bank transfers and processes tax returns;
- Coordinates activities related to wellness programmes;

Qualifications and experience

- Degree in Human Resources Management or Social Sciences in a related discipline
- Three (3) years in Human Resources field doing Recruitment and/or Employee relations and/or Training

Knowledge and skills

- Labour laws;
- Human Resources systems such HAY Guide Profile Chart, salary structuring and HR information systems;
- Learning and development principles and practice; and
- VIP Payroll software

3. Community Health Facilitator- 1 position tenable in Selebi Phikwe

Job purpose

The purpose of this role is to promote sustained community and stakeholder commitment and participation in scaling-up good-quality community responses to achieve improved health outcomes greatly boosted through the involvement of community leaders emphasizing community-based prevention, support and the development of an enabling and responsive environment

Roles and responsibilities

- Actively participates in mobilizing community resources through planning and collaboration with other community actors for a concerted effort to improve health outcomes
- Participates in capacitating CSOs to respond to issues and challenges related to TB/HIV/RMNCH in their communities
- Facilitates and promote community TB and HIV prevention interventions greatly enhanced through mobilization of key affected populations and community networks
- Facilitates and supports community-based and community-led systems interventions for prevention, treatment, care and support
- Participates in empowering communities to develop strategies to improve and sustain their own health projects
- Focuses on strengthening community systems to scale-up, good-quality, sustainable community-based responses
- Participates in organizing stakeholder consultative workshops to review their skills and competency in implementing community based interventions
- Participates in the development of monitoring tools for community level planning and implementation monitoring
- Closely liaise with community leaders to ensure concerted community involvement and participation to address community health challenges

Qualifications and experience

- Degree in health-related courses
- Three (3) years' experience involved in Community based services

Knowledge and skills

- Community health planning, organizing and management
- Computer literacy
- Community TB and HIV care

3. Community TB/HIV Volunteer Supervisor- 1 position tenable in Tutume

Job purpose

The job holder will coordinate the implementation of the TB/HIV activities in the assigned districts through the supervision of TB/HIV volunteers and coordinating with local facilities and stakeholders

Roles and responsibilities

- Participate in developing TB/HIV project's work plans, budgets, and progress reports
- Coordination of community-based TB and TB/HIV project at district level
- Oversee the implementation of community based TB/HIV activities within the district
- Day to day Supervision of volunteers within the district
- Maintain an inventory of project assets and ensure the proper use of the same
- Participates in training and orientation of Community volunteers and community committees
- Facilitate trainings and build capacity in areas related to TB and TB/HIV co-infection interventions.

- Conduct assessment of health facilities for establishing TB/HIV integrated interventions.
- Review the performance indicators and reports produced by different by volunteers and suggest necessary changes
- Ensure payments of volunteers within the district of operation
- Compiles district weekly, monthly, quarterly and annual district reports
- Updates district Community TB/HIV registers & keep related records
- Collaboratively participate with other ACHAP service providers & partners within the district
- Conduct Mentoring & Support Supervisory visits to the facilities within the area of supervision
- Performs any other tasks assigned by the Supervisor

Qualifications and experience

- Degree in Community/Public Health or related courses
- Three (3) years' experience in TB/HIV program implementation

Knowledge and skills

- Basic Community TB/HIV care and support
- TB & HIV diseases including infection prevention and control
- Negotiation, coordination and Supervisory skills
- Communication skills and writing in an effective manner
- Computer literacy

4. Health Care Auxiliary- 5 positions tenable in Francistown, Palapye, Boteti, Tutume, Maun

Job purpose

The purpose of the role is to assist the Prep Nurse in triaging clients for PrEP.

Roles and responsibilities

- Demand Creation for PrEP
- Taking of clients' vital signs
- Provision of HTS & PrEP Counselling and lead linkage to PrEP services as per guidelines
- Provision of PrEP services as required by the Nurse
- Adherence to Infection Prevention and Control as per WHO and Botswana guidelines
- Registers clients as they report for services
- Refers clients for other HIV services
- PrEP Data management, documentation and reporting
- Lead HTS Quality Management at all points of PrEP services
- Stakeholders and relations management
- Condom distribution
- Assists the nurse with report compilation
- Assists nurse with stock management and laboratory disinfection

Qualifications and experience

- Certificate in Health Care Auxiliary
- Three (3) years' experience in the health care environment

Knowledge and skills

- Infection control procedures in the health care setting
- Basic clinical skills (observing, monitoring and recording patients' conditions, taking temperature, pulse, respirations and weight infection prevention and control

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**. Alternatively, they can be hand delivered to: ACHAP Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana.

Closing date for applications: 4th November 2020