



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

ACHAP was established as a Public-Private Community development Partnership 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 over two decades with remarkable results. The organisation now prides itself as a health development organization.

ACHAP seeks to appoint a suitably qualified and highly motivated individual with strong commitment to programme implementation to the following position:

Research Nurse

Job purpose

The Research Nurse shall be responsible for monitoring and facilitating in knowledge acquisition and reporting on the effectiveness of the project and interventions in accomplishing the long-term goals objectives of the INTERCARE Project.

Roles and Responsibilities

- Collaborates with management to gain knowledge of work situation requiring training for employees;
- Monitors training results and statistics;
- Continuously recommends and coordinates new training approaches, techniques and programmes;
- Plans, develops, and provides training and staff development programs for Research Assistants;
- Analyses needs to develop new approaches and modify existing programs;
- Defines tasks and project milestones to ensure systematic planning of the prioritized objectives;
- Monitors, track, and reports on progress against plans and milestones to management;
- Tracks key milestones and commitments and ensures completion of milestones as scheduled, including the development of intervention reports and administration as required;
- Support field quality assurance and control of the project.
- Provides mentorship to the project field teams.
- Reports on task/project dependencies, risks factors and project's needs;
- Oversees and manages the control of information flow from Research Assistants to management;

- Supports the Implementation of the document management and Archives Acts for the storing of digital and hard copy documents;
- Compiles and updates statistical information with respect to training completed, attendance levels and targets achieved;
- Prepares reports on the activities carried out on sites by outlining objectives and accomplishment of outcomes;
- Assists in hiring of Research Assistants and any other workforce needed at the sites.
- Undertakes any other duties as assigned by the supervisor.

Qualifications and experience

- Bachelor's degree in Health Sciences, Higher National Diploma in Nursing, Public Health or related fields;
- 3-5 years of experience implementing or managing international public health programs, preferably NIH supported projects;
- Program management and/or program coordination experience required;
- Extensive experience in designing and undertaking research, evaluations and other studies

Knowledge, skills and attributes

- Ability to work well in a team environment;
- Operations research;
- Project management skills;
- Report writing and communication skills;
- Ability to analyze and report relevant activities;
- Results oriented and able to meet project deliverables;
- Computer literacy;
- Valid driving license;
- The position requires availability and willingness to work outside regular office hours occasionally

Please note the following;

- The position is tenable in Gaborone
- Contract ends on 31st August 2023

Application letter and CV should be addressed: The Human Resources and Administration Manager, Private Bag X033, Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: recruitment@achap.org

Closing date for applications: 11th November 2022