



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

ACHAP is 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 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 suitably qualified and highly motivated individuals with strong commitment to programme implementation to the following positions:

1. Project Manager

Job purpose

The Project Manager will provide technical support and leadership in complementing government efforts to increase COVID-19 vaccination coverage in Botswana under The Saving Lives and Livelihoods Project. The job holder will support the coordination with Implementing Partners (LIPs) to the Ministry of Health COVID-19 vaccination priorities and monitor the achievement of project deliverables as per the overall project's objectives.

Roles and Responsibilities

- Provides leadership and management to the ACHAP Districts teams in micro-planning to ensure alignment with MOH and districts priorities in Botswana;
- Provides day-to-day management of the Project in line with AMREF and donor policies and regulations;
- Ensures timely and efficient achievement of the project's objectives and stakeholder engagement;
- Provides technical support to strengthen the capacity of districts to align with MOH priorities and enhance COVID-19 vaccine deployment;
- Develops and sustains partnerships with MOH and local technical partners to enhance programme delivery/execution;
- Participates in relevant technical working groups and committees to position AMREF as a key stakeholder in the Health Security agenda;
- Works closely with other AMREF country teams for continued alignment on the GHS agenda and contribute to the country program performance;

- Supports country team in developing MEAL frameworks aligned to the country micro plan;
- Ensures timely technical and financial reporting following donor-specific requirements and in compliance with relevant policies and regulations;
- Leads in weekly stakeholder review meetings and prepare technical reports relating to the Project as per donor requirements and internal purposes;
- Liaises with relevant departments to increase the visibility of the AMREF health security efforts;
- Provides technical input and oversight in developing knowledge products and promote continuous multi-country learning to inform COVID-19 vaccination efforts in Botswana;
- Provides technical input in the growth of the GHS program portfolio and overall management of health initiatives in Botswana;
- In consultation with AMREF HR office and Programs team, determines project staffing requirements;
- In consultation with the HR unit, leads in reviewing direct reports staff capacities, to effectively contribute to AMREF's GHS ambition;
- Identifies staff development needs, provides coaching and mentoring, and links to training and development opportunities to spur performance;
- Drives the AMREF staff culture initiatives to enhance collaboration across the organization.

Qualifications and experience

- Bachelor's degree in Public Health or related field.
- Master's degree is an added advantage.
- 6-8 years' relevant work experience in management of national and regional health programmes.
- Solid experience leading diverse teams and preferably managing a regional hub.
- Demonstrated experience of contributing to national/international public health emergency discourse to influence public health programming.
- Experience and strong reputation working with or liaising with government institutions and multilateral organizations and institutions would be an advantage.
- Demonstrated leadership showing strategic thinking in design and execution of projects, including steering work planning, managing and mentoring colleagues, and overseeing compliant and cost-effective use of resources to deliver on objectives.

Knowledge, skills and attributes

- Proven management experience in supervision of staff in cross-functional teams.
- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.

2. Project Officer

Job purpose

The Project Officer will provide planning, coordination and technical support SLL Project in Botswana. Hubs for quality execution of project activities as per Ministry of Health COVID-19 vaccination priorities and monitor the achievement of project deliverables as per the overall Project's objectives.

Roles and Responsibilities

- Provides technical support to the country team in development and review of project documents such as budgets, work plans and M&E plans.
- Provides technical support to strengthen the capacity of country teams to align with MOH priorities and enhance COVID-19 vaccine deployment in the respective countries
- Responsible for overall day to day project matters and implementation of all project activities within the allocated province and respective districts
- Responsible for project activity reporting and local level stakeholder coordination
- Acts as the key contact for all project activities being implemented in the province
- Initiates and maintains collaboration and partnerships with other actors on the ground.
- Disseminates project information by preparing and disseminating project reports on a regular basis, including financial and technical reports to the Program Manager,
- Controls project resources, leads the preparation of activity budgets
- Maintains regular communication with members of the project management teams.
- Engages Provincial and District Government Departments on project implementation matters

Qualifications and experience

- Degree in Public Health or related field.
- Solid experience leading diverse teams and preferably regional teams.
- Six (6) years' relevant work experience in management of national health programmes.
- Demonstrated experience of contributing to national/international public health emergency discourse to influence public health programming.
- Experience and strong reputation working with or liaising with Ministry of Health would be an advantage.
- Demonstrated leadership showing strategic thinking in design and execution of projects, including steering work planning, managing and mentoring colleagues, and overseeing compliant and cost-effective use of resources to deliver on objectives.

Knowledge, skills and attributes

- Knowledge of current issues in UHC, Public Health emergencies and GHS.
- Project management skills.

- Strong skills in process facilitation and stakeholder management across diverse groups, including government and development partners.
- Strong interpersonal skills and experience working with cross-cultural teams.
- Fluency in English, including excellent written and verbal communication skills, report writing and presentation skills

Please note the following;

- These are four (4) months contracts
- All positions are tenable in Gaborone

Application letter and CV should be addressed to the attention: 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: 28th October 2022