



Partnerships for a healthy Africa

## VACANCY ANNOUNCEMENTS

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 14 years 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 hence, seeks to recruit suitably qualified and highly motivated individuals with strong commitment to TB/HIV/AIDS programmes implementation to the position of:

### 1. SENIOR MONITORING AND EVALUATION OFFICER x2 – 1 & 2 YEAR CONTRACTS

#### Job purpose

To provide ACHAP with monitoring, research, evaluation and documentation technical support, including capacity building, with a primary focus on the HIV/AIDS Prevention and Care, including HIV Testing and Counselling and Youth or key populations prevention programmes and care, Safe Male Circumcision program, TB/HIV integration and other areas of Health congruent with ACHAP, its sub-recipients and partners (with a possibility of working in the SADC region).

#### Roles and responsibilities

- Implement/customizes/maintains the Global Fund project M&E Frameworks and plan in order to track progress towards meeting set objectives and targets;
- Work with other implanting partners to continuously review/customizes/updates/maintains monitoring and evaluation tools for use by implementing partners in data collection and reporting;
- Provide technical support on ongoing M&E data collection, analysis and reporting according to programme M&E plan;
- Provides mentoring support to subordinates in the department and implementing partners;
- Provides accurate and timely reports to ACHAP Management, as per indicator reporting schedule;
- Designs and conducts programme evaluations in line with each programme/project evaluation agenda;
- Develops and updates the M&E data base for storage and management of the key programme;
- Participates in research studies or secondary analysis of nationally representative survey data sets to assess the impact of projects and activities within the focus areas.
- Performs any other duties as directed by the supervisor.

#### Knowledge and Experience

- At least a minimum of 5 years' experience in Monitoring, Evaluation and Research of Health, HIV and AIDS programmes and development of functional monitoring and evaluations systems;
- Operations research experience is essential;
- Quantitative and qualitative research techniques.

#### Qualifications

- Master's degree in Health Related field or Social Sciences;
- At least a minimum of 5 years' experience in Monitoring, Evaluation and Research of Health, HIV and AIDS programmes and development of functional monitoring and evaluations systems;
- Professional training in M&E is an added advantage plus.

#### Attributes and Skills

- Computer literacy;
- Knowledge of at least two computer based statistical packages such as SPSS, ACCESS, MS. Excel, State etc.;
- Data Management; and report writing skills;
- Ability to analyse, interpret, link and understand statistical information.

### 2. FINANCE SPECIALIST - 1 YEAR CONTRACT

#### Job purpose:

To oversee the processing of payments, preparation of ledger reconciliations and recording of accounting and financial information into the books of ACHAP, ACHAP-Botswana and any other project in order to ensure accurate monthly financial and management accounts.

#### Roles and responsibilities

- Checks and ensures that transactions are posted to the relevant accounts and makes relevant adjustments through journals;
- Writes payroll journals and captures them into the system making sure that these are posted to relevant accounts and prepares reconciliations of payroll related benefits and provisions;
- Leads in the preparation of monthly financial and management accounts for designated Project(s) for submission to the Finance Manager;
- Provides updates to programme staff on the financial status of projects;
- Reviews petty cash reconciliations before disbursements are made and conducts spot checks of the float;
- Prepares the audit file in order to ensure successful external audits;
- Ensures maintenance of an up to date and accessible filing system for financial records;
- Supervises staff and ensures strong performance and job satisfaction; and
- Performs any other duties as directed by the supervisor.

#### Qualification and experience

- Degree or HND in Public/Business Administration, Accounting, Finance, or related area (e.g. qualification such as AAT);
- 7 years in grants management, auditing or accounting Possession of an ACA, ACCA or other equivalent professional qualification will be an added advantage.

#### Knowledge and Skills:

- Accounting software, spreadsheets, word processing, and presentation software;
- Ability to handle queries from suppliers, partners, financial institutions and programs;
- Familiarity with Enterprise Resource Management software.

### 3. GRANTS AND COMPLIANCE SPECIALIST - 1 YEAR CONTRACT

#### Main purpose of the job:

To ensure ACHAP's Sub-Recipients (SRs) comply to funder and ACHAP policies through review of activities and developing capacity within SR organisations.

#### Principal Accountabilities

- Ensures that reporting and budgeting are done in compliance with Funder requirements;
- Reviews sub-grantee/recipient policies, reports, processes and documentation to ensure activities are in-line with grants management policies and systems;
- Develops and amends grant agreements to support effective management of projects;
- Communicates policies, systems and best practices to sub-recipients and supports them to develop appropriate policies, processes, and systems;
- Provides technical support to Project Leads in reviewing Sub-Recipient technical and financial reports;
- Provides technical support to Project Leads in responding to funder requirements and requests related to Sub-Recipient activities;
- Performs other duties as directed by the supervisor.

#### Minimum qualifications and experience required:

- Degree or HND in Public/Business Administration, Finance, Development or related area;
- Five (5) years in grants management and/or financial/operational systems environment;
- Experience providing technical assistance or capacity building to NGOs/CBOs preferred;
- Familiarity working with governments and public health institutions;
- A law degree or prior experience working with legal documents an added advantage.

#### Knowledge and Skills:

- Grants management principles
- Project management
- Strong communication/ negotiation skills
- Contracting and Agreements

### 4. SENIOR HUMAN RESOURCES OFFICER – 1 YEAR CONTRACT

#### Job purpose:

- To provide efficient Human Resources services and support to specific business units;
- To assist the Human Resources (HR) Manager in the review and development of HR strategies, policies and systems as well as coordinating HR and organisational development projects.

#### Roles and responsibilities:

- Assists the HR Manager in the review and development of HR strategies, policies and systems;
- Assists in the coordination of HR and organisational development projects; 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 processes;
- Carries out reference checks and drafts offer of employment letters;
- Conducts orientation and induction of new staff and supervises the 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, and addition to the payroll;
- 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;
- Handles queries relating to salaries;
- Handles disciplinary actions/grievances in line with the Disciplinary Policy Grievance Procedures;
- Monitors staff contracts and handles terminations in line with set procedures;
- Keeps records and ensures efficient retrieval of the same;
- Relieves the HR Officer in payroll processing, making bank transfers and tax returns;
- Coordinate activities related to wellness programmes; and
- Performs any other duties as directed by the supervisor.

#### Qualifications and experience

- Degree or HND in Human Resources Management or Social Sciences in a related discipline;
- 5 years in an HR environment doing Recruitment and/or Employee relations and/or Training.

#### Knowledge, skills and attributes

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

### 5. FINANCE OFFICER – 1 YEAR CONTRACT

#### Job purpose:

To process payments, reconcile and record accounting and financial information into the books of ACHAP, and to also liaise with third parties (external).

#### Roles and responsibilities

- Maintains staff advances and travel advances to ensure that ACHAP funds are not misused;
- Captures data in designated accounting or ERP systems to facilitate financial reporting and availability of any non-financial information;
- Prepares cheques to ensure ACHAP and ACHAP supported project(s) suppliers are paid on time;
- Captures receipts and payments in the cashbook to necessitate bank reconciliation;
- Passes journals and prepares bank, general ledger and balance sheet reconciliations for ACHAP and other projects;
- Processes travel expenses in the system to clear debtors accounts and to facilitate reconciliation of these accounts;
- Maintains fixed asset register to ensure all physical assets have been accounted for before computation of the monthly depreciation journal;
- Prepares VAT returns, submits and files returns thereof in order to ensure that all VAT claimables for the quarter have been claimed from Tax Authorities; and
- Carries out other financial activities as directed by the supervisor.

#### Qualifications and experience

- Degree, HND, or Diploma in Finance, Accounting or accounting qualification such as AAT;
- 3 years' experience in a computerized accounting environment;
- Prior experience working in a donor funded environment will be an added advantage.

#### Knowledge, skills and attributes

- Accounting software, spreadsheets, presentation and word processing software;
- Familiarity working with ERPs will be an added advantage.

### 6. PROCUREMENT ASSISTANT – 1 YEAR CONTRACT

#### Job purpose

The Procurement Assistant promotes a collaborative, client focused, quality and result oriented approach in the Procurement Unit.

#### Roles and responsibilities

- Assistance with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch by fax, messengers or other means;
- Assists the Procurement Officer in maintaining current up to date Procurement documents and Manual;
- Routine copying and circulation of quotes, bids and proposals for evaluation;
- Researching pricing and obtaining quotes locally on low value items;
- Assists with the coordination of selected bidder(s) to ensure completion of administrative processes including bid security, contract award notice and that contract documents are distributed accordingly;
- Assists with managing the administrative processes throughout the duration of the preparation of all relevant documentation until the award of the contract;
- Preparation of management information and statistical reports;
- Receives the approved requisitions by ACHAP managers, processes the appropriate documents for local or foreign purchases/services/ contracts;
- Checks and classifies the precedence of the requisitions and processes the material(s) needed based on priorities;
- Processes appropriate documents and forms for receiving petty cash from the cashier and retiring same accordingly;
- Coordinates with requestors to ensure that only the right materials are procured. To obtain samples of material to be purchased if necessary;
- Provides purchased materials to the responsible receiving office and Ensure that these are captured as necessary in the asset registers;
- Maintains appropriate records to ensure that procurement processes, decisions, and contractual agreements are accurately documented for accountability and audit purposes;
- Performs other duties as assigned by supervisor.

#### Qualifications and experience

- Diploma or HND in Business/Administration, Transport and Logistics, Supply Chain Management, Pharmacy or equivalent qualification;
- At least 6 months experience working in a Procurement or Administration field.

#### Knowledge, skills and attributes

- Computer skills
- Negotiation skills
- Customer Service skills
- Communication skills
- Purchasing Principles

**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](mailto:recruitment@achap.org). Alternatively, they can be hand delivered to: The African Comprehensive HIV/AIDS Partnerships (ACHAP) Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana.**

**Closing date for applications:  
2nd December 2016**