



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENTS

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. ACHAP seeks to appoint suitably qualified and highly motivated individuals with strong commitment to programme implementation to the position of;

1. Monitoring and Evaluation Specialist – Based at the ACHAP Head Office, Gaborone

Main purpose of the job:

The Monitoring and Evaluation Specialist will be responsible for providing monitoring, research and evaluation support to ACHAP and its partners, participate in the documentation, knowledge generation and sharing of experiences.

Principal Accountabilities

- Develops and maintains the organization's M&E Framework and plan in order to track progress towards meeting set objectives for ACHAP supported programmes and projects
- Harmonises and maintains programme performance indicators across partners in line with the National Strategic Framework (NSF) to facilitate cross comparison of the performance of the same programme over time.
- Develops monitoring and evaluation tools for use by ACHAP and implementing partners in data collection and reporting
- Oversee ongoing M&E data collection, analysis and reporting according to programme M&E requirements
- Designs and conducts programme evaluations including mid-term and end of programme evaluations
- Develops and updates the M&E database for storage and management of ACHAP programme data
- Identifies M&E skills gaps among ACHAP Programme staff and implementing partners to design, deliver relevant training and development
- Participate in ACHAP proposal writing including writing monitoring and evaluation research proposals for submission for funding
- Assists in the documentation of ACHAP's experiences, lessons learnt, impact and best practices to facilitate ease of access to partners, stakeholders, and members of the International community, researchers and policy makers

Minimum qualifications and experience required:

- Masters degree in Epidemiology, Public Health, Sociology, Monitoring and Evaluation or equivalent degree
- Advanced Training in M&E is an added advantage
- 5-10 years experience in Monitoring and Evaluation of HIV and AIDS or Health related programmes and development of functional monitoring and evaluations systems
- Operations research experience is essential including evidence of peer-reviewed publications
- Possession of a PhD will be an added advantage.

Knowledge and Skills:

- Quantitative and qualitative research techniques
- Knowledge of use of Computer based statistical softwares such as SPSS, Stata, Minitab, CPro, SAS, EpiInfo, etc
- Project management skills
- Strong attention to detail required, ensuring effective planning, implementation and execution
- Report writing and communication skills

Attributes

- Self-Starter, with a go-getter attitude and willingness to self-manage and drive toward aggressive goals
- Ability to work in deadline driven environment, multi-task and prioritize

2. Procurement/Supply/Logistics Management Specialist - Based at the ACHAP Head Office, Gaborone

Main purpose of the job:

Under the supervision of the Human Resources and Administration Manager, the Procurement/Supply/Logistics Management Specialist will: procure products and services for ACHAP and ACHAP supported projects.

Principal Accountabilities

- Assists the Human Resources and Administration Manager to review and develop procurement policies and procedures
- Processes orders by seeking quotations, evaluating them, making recommendations to the user department and placing the order
- Processes tenders by receiving and adapting terms of reference, advertising the tender, receive responses, convening a meeting of the Tender Committee for adjudication of the tender, obtaining the contract and placing the order
- Follows up orders, receives goods and services and checks them against the purchase to ensure deliveries are done on time and according to specification
- Draws up a plan for the purchase of equipment, services and supplies
- Purchases products and services and manage the inventories of the products or services in the organization while negotiating the best deals for the organization with suppliers
- Checks and ensures that insurance, licenses, and lease agreements are up to date
- Keeps an accurate and up to date asset register and tracks asset movement
- Keeps an inventory for stationary and other office consumables
- Carry out forecasts of inventory to maximize consumption and minimize wastage
- Institute tracking system to improve efficiency of use of consumable products, identifies Procurement and Supply Chain Management (PSCM) skills gaps among ACHAP Programme staff and implementing partners to design and deliver relevant training and development.

Minimum qualifications and experience required:

- Advanced degree in Business/Administration, Transport and Logistics, Supply Chain Management, Pharmacy or equivalent qualification.
- A professional qualification in Chartered Institute of Purchasing and Supply (CIPS) would be an added advantage
- 5-10 years at Procurement or Administration Officer level
- Familiarity with procurement, supply, logistics management information systems software
- Prior experience with procurement supply chain management of health and health related products will be an added advantage.

Knowledge and Skills:

- Contracts
- Local and International Tender procedures
- Tender and contract drafting
- Design, forecasting, quantification, distribution and monitoring of stock and inventory.
- Reporting

Length of Contract

The length of contract is five (5) years renewable subject to performance and availability of funds.

Remuneration

ACHAP offers an attractive salary that is commensurate with qualifications and experience.

Application letter and CV should be addressed to the attention of: The Human Resources and Administration Manager, Private Bag X033, Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: recruitment@achap.org alternatively, they can be hand delivered to; ACHAP Head Office, Plot 64511, Unit 5, Fairgrounds, Gaborone, Botswana

Closing date for applications:

02 March 2015