



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENTS

ACHAP is a public-private community development partnership established 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.

As a non-profit making corporation, the new ACHAP is now an independent 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 has been awarded a CDC-PEPFAR grant to implement Voluntary Medical Male Circumcision. ACHAP hence, seeks to recruit suitably qualified and highly motivated individuals with strong commitment to HIV/AIDS programme implementation to the position of;

1. Project Director/Principal Investigator (1 position tenable at the ACHAP Head Office, Gaborone, Botswana)

Job purpose

The Project Director/Principal Investigator will provide leadership, management, and strategic direction for the VMMC Project.

Principal Accountabilities:

- Leads in conducting culturally appropriate demand creation activities for VMMC in selected geographic areas
- Leads in adapting appropriate M&E plan and tools from national system for VMMC activities
- Oversees the enhancement of data use capacity of site-level staff
- Ensures the provision of on-site HIV counselling and testing for men considering VMMC

- Oversees the engagement of key stakeholders in developing an evidence-based, culturally appropriate demand creation strategy
- Collaborates with Executive Officer programs in the identification and engagement of partners to support implementation of prevention interventions
- Approves the training of staff on standard operating procedures (SOPs) for VMMC mobilization and interventions
- Leads the development of print and distribute information, education, and communication (IEC) materials through print, electronic, and social media
- Increase knowledge of role of male circumcision in HIV prevention and other benefits among target population
- Coordinate community mobilization workshops/discussions in majority-male workplaces and secondary schools.

Qualifications and experience

- MBBS, MBChB, MD, FRCS, PhD in Health related field or equivalent qualifications
- Master's degree in Public Health, Health Planning and Administration, and or Epidemiology
- At least 12 years of relevant experience post degree, of which 8 years should be in providing senior technical expertise for at least four of the following areas: HIV prevention, care and treatment; child health; maternal health; reproductive health; tuberculosis; Non-Communicable Diseases, health systems strengthening; quality improvement/quality assurance in health systems; or behavioural interventions
- Evidence of field related health research and peer reviewed publications
- Prior experience working with US Government funded implementing agencies.

2. Social and Behaviour Change Communication Specialist- (SBCC- VMMC) (1 position tenable at the ACHAP Head Office, Gaborone)

Job purpose:

The purpose of this role is to provide technical guidance in the design, implementation and evaluation of evidence informed strategic behaviour change communication interventions supported by ACHAP at national and project area level. The SBCC Specialist will be a senior member of the project team and work with district and local NGO partners, Ministry of Health, community-based organizations (CBOs), CDC-Botswana and other stakeholders to achieve the implementation of a robust VMMC communication program encompassing combination prevention of HIV/AIDS. The SBCC Specialist provides guidance to ensure that the VMMC program implementation adheres to appropriate technical standards and guidelines and that programs are technically sound. He/she will provide global scientific

leadership by staying current of evolving technical standards, guidelines, and program developments in his/her area of expertise.

Roles and responsibilities

- Provide technical assistance to the National VMMC program in the development and review of the national VMMC demand creation communication strategy
- Provides technical assistance in the review of the national SMC communication strategy and its implementation in project sites
- Oversee the development, management and implementation of a communication strategy to increase uptake of VMMC services in the project areas; uptake and utilization of condoms, STI screening services and practice of healthy behaviours;
- Oversee implementation of a communication strategy to effectively influence behaviour change at the individual, community and political levels;
- Oversee and manage a wide variety of interventions from mass media advertising campaigns to small groups and interpersonal communications
- Oversee development and management of a strategy to build the capacity of partner organizations and government counterparts in VMMC demand creation and HIV/AIDS BCC programming
- Oversee the development and harmonization of VMMC program messages, IEC materials and related training curricula
- Develop in collaboration with partners a VMMC mass media dissemination and monitoring plan
- Develop engaging, game changing, and leading cutting edge VMMC marketing and communication strategies to motivate individuals and communities towards behaviour change for HIV/AIDS prevention
- Effectively collaborate with all key partners and stakeholders throughout the life of the project
- Closely monitor implementation of VMMC demand creation interventions and expenditure against strategies/budgets to ensure effective execution & to actively collect feedback from target audiences about how to improve future VMMC campaigns.
- Help design & facilitate participatory trainings, outreach tools and community events to engage audiences with effective face-to-face communication for improved VMMC uptake
- Work closely with partners to scale-up women involvement in VMMC programming and engage the Men Sector to cause sustained demand for VMMC and related services at individual, household, and community levels.
- Work with the Project team to document demand creation best practices and generate practical information that is used to inform effective behaviour change communication and marketing campaigns locally and internationally.
- Work with the project M&E team to develop appropriate M&E indicators and tools for monitoring behaviour change;
- Assists in monitoring the implementation of demand creation strategy for VMMC and behaviour change interventions;
- Provides technical support for the development of IEC material and appropriate messaging for VMMC to motivate clients and reduce sexual behaviour disinhibition post-VMMC ;
- Maintains an accurate and up to date database on ACHAP-VMMC SBCC interventions

Qualification and experience

- Masters' degree in Health Education and Promotion, Mass Communication, Public health, Social sciences, international development, or a related field.

- Excellent English oral and written communication; although working knowledge of Setswana will be an added advantage.
- S/he has at least 10 years of experience in relevant areas.
- Knowledge and experience in health education and behavioural change communication is required.
- A minimum of 5 years' experience of leadership and management of relevant projects.
- Experience in developing and implementing a behavioural change communication strategy, focusing on creating demand for community and facility-based health services.
- Experience in designing and implementing at least two HIV/AIDS projects that include a strong behaviour change communication component.
- Guiding and providing technical assistance to project and government staff's working on Social Behavioural Change Communications projects.
- Experience in developing behavioural change communication tools and materials.
- Experience in monitoring and evaluation of health projects and conducting operational research

Knowledge Skills and attributes

The successful candidate will also have excellent analytical, interpersonal, organizational, and cross-cultural skills; demonstrated ability to perform and prioritize a variety of tasks on short notice within designated deadlines; able to maintain efficiency in a fast-paced work environment; excellent team work skills and a demonstrated capacity to produce results.

In addition s/he should demonstrate the following knowledge, skills and attributes:

- HIV and AIDS prevention
- Behaviour change communication
- Planning
- Capacity Building
- Development of M&E indicators and tools for BCC
- Database maintenance
- Relationship management
- Advocacy
- Strong commitment to programme Implementation

3. 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 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 from the Chartered Institute of Purchasing and Supply (CIPS) of equivalent 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

4. Voluntary Medical Male Circumcision Doctor (2 positions tenable in Molepolole and Mahalapye)

Job purpose:

The doctor will be responsible for providing VMMC services and contribute to the achievement of ACHAP VMMC targets.

Roles and responsibilities:

- Conducts voluntary male circumcisions at the facility and at outreach stations
- Participates in and supports one-on-one counseling services for males desiring to be circumcised and provides the required pre and post circumcision information that will help clients make the necessary decisions and adopt key behaviors that reduce risk for HIV infection
- Participates in the review and development of monitoring and evaluation tools for assessing programme performance
- Works with the health facility/site/district team to organize and conduct group educational sessions on safe male circumcision in order to promote demand for SMC services
- Together with the DHMT and VMMC teams, prepares monthly, quarterly and annual reports on male circumcision services provided

- Provides technical support towards the development and production of IEC materials and messages to support VMMC plan implementation in collaboration with relevant partners

Qualifications and experience

- Degree in medicine
- 2 years clinical/surgical practice in a health facility environment
- Registration with the Nursing and Midwifery Council of Botswana

Knowledge, skills and attributes

- Infection control measures in the health care setting
- Through knowledge of nursing practices in the operation/procedure room
- Attention to detail, Botho, Initiative
- Ability to stand and work for long hours

5. Assistant Programme Officer (1 position tenable in Mahalapye)

Job purpose:

To provide assistance to the Programme Officer in the implementation of VMMC programme activities at district level with a focus on scaling up demand creation interventions and logistical support to ensure effective and timely implementation of ACHAP supported VMMC activities.

Roles and responsibilities

- Assists in the coordination and provision of logistical support to VMMC teams in the district to ensure effective implementation of static and outreach VMMC services.
- Coordinates day to day operations of community mobilisers to ensure effective VMMC demand creation
- Prepares and submits bimonthly demand creation reports to the Programme Officer
- Assists the Programme officer with the development and implementation of demand creation interventions for the promotion of Voluntary Medical Male Circumcision demand in the district.
- Assists with the coordination, collection, collation and sharing of demand creation activities' data in the district.
- Works closely with mobilisers and District Health Management Teams (DHMTs) Health Education Officers to create demand
- Supports with the training of Mobilizers and with driving responsibilities during outreach services
- Assists in the distribution of Information Education and Communication Material (IEC) and mounting of VMMC IEC materials at strategic points in the catchment areas.
- Documents best practices in demand creation for VMMC and reports these to the Programme Officer

Qualifications and experience

- Degree level or its equivalent in health or social science field
- At least one (1) year work experience in any field
- At least three (3) years driving experience with no endorsements

Knowledge, skills and attributes

The incumbent must have knowledge in the following areas:

- Training, HIV and AIDS and Administration
- Very good communications skills, computer skills, and counselling skills

- Ability to develop project plans, actively monitors project status and ensures projects are completed to time, cost and quality specifications

6. Voluntary Medical Male Circumcision Nurse (3 positions tenable in Mahalapye)

Job purpose

You will be responsible for assisting the Medical Officer to carry out Voluntary Medical Male Circumcision and manage the surgical procedures

Roles and responsibilities

- Assist the doctor during the VMMC procedure, and actively participate in implementation of models of optimizing volumes and efficiencies (MOVE).
- Suturing following the VMMC procedure
- Ensure safety for all in the procedure/operating room
- Carry out pre-circumcision preparations and make sure that the operation room is ready for the operation and the required equipment is in good condition, functioning properly and is sterilized.
- Supervise booking of clients for VMMC to ensure correct registration and follow up of clients
- Provide counselling for HIV testing and VMMC acceptance, and answer client questions regarding the VMMC procedure
- Organize and prepare schedules for outreach services
- Assist in data compilation for reporting to DHMT and MOH as advised by the supervisor.
- Participate in the development of the VMMC plan for the district

Qualifications and experience

- Degree/Diploma in General Nursing or BNS
- Midwifery or some surgical experience that would have included suturing
- Minimum of four (4) years post qualification as a registered nurse
- Registration with the Nursing and Midwifery Council of Botswana
- Theatre and counseling skills will be an added advantage
- Experience as a theatre nurse will be a PLUS
- Prior training on PrePex or surgical circumcision will be an advantage

Knowledge, skills and attributes

- Infection control measures in the health care setting
- Thorough knowledge of nursing practices in the operation/procedure room
- Ability to stand and work for long hours.
- Attention to detail, Botho, Initiative

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:- The African Comprehensive HIV/AIDS Partnerships (ACHAP) Head Office at Block 5, Plot 64511, Unit 1, Fairground, Gaborone, Botswana.

Closing date for applications: 20th May, 2016