



VACANCY ANNOUNCEMENTS

The African Comprehensive HIV/AIDS Partnerships (ACHAP) is a country-led, public-private development partnership between the Government of Botswana, the Bill & Melinda Gates Foundation, and Merck Company Foundation which provided strategic support to Botswana's national HIV/AIDS response since 2001.

With ACHAP's support Botswana succeeded in establishing the first national HIV treatment programme on the African continent and with ACHAP assistance has enabled increased access to HIV counselling and testing services and as well as pioneering the introduction on a national scale of provider initiated (routine) counselling and testing greatly enhancing access to treatment and preventive services such as PMTCT. ACHAP has embarked on a Phase II support to Botswana's response focussing on catalysing and scaling up prevention services, to significantly reduce HIV transmission.

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

PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER

JOB PURPOSE:

To provide efficient and effective administrative services to the Chief Executive Officer and other senior managers

ROLES AND RESPONSIBILITIES

- Providing a full range of administrative and clerical support services, including filing and records management; faxing, mail, maintenance of registers and routine databases, photocopying, compilation of manuals and reports.
- Coordinating domestic and overseas travel and accommodation, Visa arrangements, ensuring compliance with the organization's policy and practice.
- Providing timely, effective diary management by prioritizing and organizing meetings with internal and external stakeholders in consultation with the Chief Executive Officer.
- Performing a wide variety of confidential executive secretarial and administrative duties.
- Ensuring all outgoing correspondence, reports, submissions and briefings submitted to the Chief Executive Officer conform to the company's presentation, style, format and content protocols.

QUALIFICATIONS KNOWLEDGE AND EXPERIENCE

- Recognised Diploma in Secretarial Studies or related field with at least five (5) years post qualification experience as a Corporate PA within any industry.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, PowerPoint)

KNOWLEDGE AND SKILLS

Must have the ability to:

- Deal with pressure,
- Type speedily and accurately,
- Work independently,
- Multi task and manage multiple stakeholders locally and internationally,

Must also have:

- Organizational and management ability,
- Professional phone etiquette,
- Excellent professional communication skills.

PERSONAL ATTRIBUTES:

Good judgment, commitment, honesty and integrity, personal presentation, and an extremely confident personality. Flexibility to work overtime occasionally at last minute.

LENGTH OF CONTRACT

The length of contract is one (1) year

Application letter and CV should be addressed to the attention: The Human Resource 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 C, Plot 61920, Letsema Office Park, Showgrounds Office Park, Gaborone Botswana

Closing date for applications: 6th March 2013