



Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

ACHAP is a Botswana indigenous not for profit organisation founded in 2000 as a public health and socio-economic Impact organization. The organization leverages Implementation Science to enhance governments response to health challenges by building capacity bottom up from community systems to district health and social delivery facilities for access to services and programmes. The organisation works both at national and community level. At community level ACHAP works with a myriad of stakeholders that include district multi-stakeholders, community leaders, volunteers and community groups. Interventions are implemented with the active participation of key stakeholders in the community including beneficiaries.

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

1. Pre-Exposure Prophylaxis (PrEP) Coordinator (1 position tenable in Gaborone)

Job purpose

The Officer will oversee the overall implementation of the PrEP intervention working to increase awareness, and provide direct linkage to care of people seeking access with the goal of eliminating barriers to care. The position works with PrEP mentors and provides resources, navigation, assistance, support and services to ensure effective identification of potential PrEP candidates and those in need of PrEP navigation services. The Officer shall be responsible for working with PrEP and identifying opportunities to partner with other providers around PrEP services. This position is essential to providing coordinated efforts to increasing PrEP access through education and training about PrEP throughout the community.

Roles and Responsibilities

- Coordinates PrEP day to day operations of PrEP Mentors and mobilizers to ensure effective provision of PrEP services including demand creation and linkages to services.
- Builds and sustains collaborative relationships with diverse prevention stakeholders in the district, including local and international NGOs, government departments, academic institutions and private sector at district level.
- Produces monthly, quarterly and annual narrative progress reports on AGYW in the district
- Works closely with the AGYW District Officer to provide technical support, training and mentorship to PrEP Mentors.
- Conducts support supervisory visits to the districts
- Reviews PrEP program reports and recommends remedial action as needed
- Participates in community outreach and education activities in the district.
- Increases PrEP awareness and knowledge and assist community health workers initiate PrEP
- Works with District AGYW Officer, plans for and coordinates all activities associated with PrEP

- Provides in-service training to PrEP mentors and Health Care Auxiliaries \
- Ensure effective tracking of referral services; linkages, collects and reports program data.
- Works with DHMT and PrEP to assess needs, develop care plans and coordinate PrEP-related services through advocacy, education, support, empowerment and coaching
- Collects and evaluates reports from PrEP to ensure access to PrEP and follow-through with service providers
- Develops close working relationships with DHMT leadership to ensure coordination of services
- Works with health professionals initiating PrEP to assess needs/barriers, assists in the development of care plans and coordinate PrEP-related services through advocacy, support, and empowerment.

Qualifications and experience

- Degree health sciences
- At least 5 years' experience working with Youth especially AGYW and vulnerable populations.
- 3-5 years experience working in PrEP

Knowledge, skills and attributes

- Team building, problem solving and decision-making skills.
- Strong interpersonal skills, including ability to put theory in practice, provide clarity during chaos and ability to find innovative ways to resolve problems.
- Effective verbal and written communication skills as well as organizational and stress management skills

2. Information Technology Officer (1 position tenable in Gaborone)

Job purpose

The incumbent will responsible for day to day operations and support of desktop systems, backup processes and security access processes ensuring business continuity and information security and provides end user training and support.

Roles and responsibilities

- Tests new software's and system capabilities and oversees the issuance of equipment to users in accordance with the policy
- Tracks and communicates end user requests and incidents;
- Supports end users in resolving system problems;
- Configures network hardware like routers and switches,
- Upgrades and repairs computer networks,
- Troubleshooting network issues
- Implements network security measures and basic testing,
- Tracks and maintains information technology assets, including, but not limited to laptops/PCs, printers, backup tapes, scanners, telephones, training equipment, Toner, security access and monitoring systems;
- Ensures desktop and office equipment is well maintained and recommends replacement and/or refurbishment according to asset life and condition;
- Creates and maintains standard desktop software images and hardware configurations and ensures desktop standards are properly documented;

- Manages the desktop environment insuring approved software is licensed, installed and configured in accordance with standards, software patches are applied, and desktop security is maintained;
- Supports local area network and ensures all cabling, network ports, and equipment are labeled and documented properly;
- Ensures security of data and backs-up data and systems to ensure the organization is always in position to retrieve information when needed;
- Safe guards the integrity of user data by performing database and storage operational tasks.
- Builds training curriculums and training materials for end users and conduct user training

Qualifications and experience

- Bachelor of Science Degree in Computer Science or related Field
- MTA, Azure, CISCO, COBIT, MCITP/MCSE Certification is preferred
- 4 years hands on experience in information technology environment

Knowledge, skills and attributes

- Attention to detail
- Problem solving
- Analytical skills
- Communication
- Trouble shooting

3. Human Resources Officer (1 position tenable in Gaborone)

Job purpose

The HR Officer will provide efficient Human Resources services to specified business units

Roles and responsibilities

- 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 process;
- Carries our reference checks and drafts offer of employment letter;
- Conducts orientation and induction of new staff and monitors 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;
- Calls for performance plans at the beginning of the year, and sends out reminders on impeding 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 quires to performance appraisals
- Identifies training needs from the completed appraisals, selects suitable programmes to cover the skills gaps and coordinates staff training;
- Handle queries relating to salaries;
- Handle disciplinary actions/grievances in line with the Disciplinary Policy and Grievance Procedures;
- Monitors staff contracts and handles terminations in line with set procedures;
- Keeps records and ensures efficient retrieval of the same;
- Processes payroll, makes bank transfers and processes tax returns;

- Coordinates activities related to wellness programmes;

Qualifications and experience

- Degree in Human Resources Management or Social Sciences in a related discipline
- Four (4) years in Human Resources field doing Recruitment and/or Employee relations and/or Training

Knowledge and Skills:

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

4. Records Management Officer (1 position tenable in Gaborone)

Job purpose

The Records Management Officer will establish and maintain an effective records and information management service to ACHAP, ensuring proper identification, storage, retrieval, protection, preservation and retention of records to support decision making and service delivery

Roles and responsibilities

- Assists in the development of records management policies and recommends suitable procedures to management
- Advises and trains staff on records management to ensure efficient records management
- Facilitates accurate capture, storage and classification of records in order to ensure efficient retrieval of records
- Monitors and controls the migration from paper to electronic records management systems (as necessary)
- Monitors compliance with records management policies and procedures and recommends appropriate action to correct breach of the same
- Audits records inventories to determine effectiveness of records systems
- Operates the central records registry systems
- Controls the location and storage of records, including conducting an annual records audit and organizing the disposal of records in accordance with their retention schedule
- Facilitates the disposal and transfer of records to the document warehouse
- Performs any other duties as directed by the supervisor

Qualifications and experience

- Degree in Records Management or related discipline
- 4 years in records management

Knowledge and Skills:

- Cataloguing and classification of records
- Experience in development of filing systems
- Electronic records development and management; and
- Archiving

5. Monitoring and Evaluation Officer (1 position tenable in Gaborone)

Job purpose

The Monitoring and Evaluation Officer shall provide monitoring and evaluation support in the documentation and sharing of field experiences and best practices. S/he will be responsible for maintaining the performance monitoring plan and ensuring that all collected data is reported accordingly. S/he will participate in the development and maintenance of a database of key programmatic related information and data.

Roles and responsibilities:

- Develops and maintains the project's M&E plan to track progress towards meeting set objectives
- Monitors the project to ensure that the organisation achieves the outputs and outcomes provided for in the COVID-19 log frame.
- Develops monitoring and evaluation tools for use by teams in data collection and reporting
- Oversees ongoing M&E data collection, analysis and reporting according to project M&E requirements.
- Undertakes field visits to monitor the implementation of project activities as required.
- Designs and conducts periodic programme performance/operational audits, mid-term reviews and terminal evaluations of the programme and operations
- Develops and updates the M&E database for storage and management of project data
- Identifies M&E skills gaps among teams to design, deliver relevant training and development
- Assists in the documentation of COVID-19 project'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
- Assists in publishing articles in international journals based on programme's supported research, experiences, lessons learnt, impact and best practices

Qualification and experience

- Degree in Monitoring and Evaluation, Public Health Epidemiology or equivalent field
- 4 years' experience in Monitoring and Evaluation in the health arena

Knowledge and Skills:

- Quantitative and qualitative research techniques
- Computer based statistical packages such as SPSS, ACCESS
- Development of data collection indicators and tools
- Development of logic models
- Data analysis

6. Voluntary Medical Male Circumcision (VMMC) Nurse (2 positions based in Maun and 1 position in Francistown)

Job purpose

The VMMC Nurse will be responsible for service delivery and assisting in coordinating the implementation of Voluntary Medical Male Circumcision (VMMC) and manages the surgical procedures.

Roles and Responsibilities

- Conducts VMMC procedures

- Offers pre and post VMMC counselling on HIV testing and VMMC acceptance, answers client questions regarding the VMMC procedure, wound healing, behavior change and broader HIV prevention following the procedure
- Ensures that all HIV Positive Clients are referred and linked to the care and treatment programs, and other HIV prevention programs
- Carries out pre-circumcision preparations, patient evaluation for contra indications and prepares operation environment and the required equipment to ensure they are in good condition, functioning properly and sterile
- Ensures adherence to infection control protocols and standards at all points of care and service delivery
- Provides client education on VMMC, HIV, Behavior Change and secures informed consent from clients or the parent/guardian prior to VMMC
- Prepares the client for VMMC procedure and administer local anesthesia
- Completes the suturing process following the VMMC procedure
- Cleans and applies dressings to clients after procedure and reinforces post-operative messages especially wound care and post-operative review visits
- Post circumcision, ensures adherence to cleaning of re-usable instruments before handing them over for further cleaning and autoclaving by Health Care Auxiliary
- Ensures that client documentation is accurately and adequately captured in the data collection tools provided by ACHAP and Ministry of Health
- Ensures that clients are discharged as per guidelines with the right prescribed medications as per Botswana guidelines
- Conducts post-operative reviews on clients including telephonic and or physical follow up at Day 2, Day 7 and 42 post operatively to ensure 100% of served clients are reviewed at least once within 14 days post VMMC
- Classifies, manages all adverse events and reports all moderate and severe Adverse Events (AEs) observed during review visits as per the PEPFAR AE classification and management guide
- Ensures availability of VMMC supplies, instruments and equipment as required
- Participates in Quality Assurance and Quality Improvement activities and responds to queries timely
- Participates in the development of the VMMC plans for the district and site of responsibility
- Leads demand creation and mobilization activities and ensures timely booking and follow up of clients for VMMC services
- Supports stakeholder/partner engagement for leveraging of VMMC services uptake
- Organizes and prepares schedules for outreach services
- Assists in data compilation and reporting to ACHAP, District Health Management Team and Ministry of Health as per reporting standard operating procedures
- Supervises Auxiliary staff and ensure day to day deliverables are achieved

Qualifications and experience

- Degree in Nursing Science with a minimum of three (3) years post post-qualification as a Registered Nurse or
- Diploma in General Nursing with a minimum of four (4) years post-qualification as a Registered Nurse
- Registration with the Nursing and Midwifery Council of Botswana is mandatory
- 2 years' experience in VMMC as a cutting Nurse
- Training on ARV Prescription and dispensing will be an added advantage
- Experience in Pre-Exposure Prophylaxis (PrEP)

Knowledge, skills and attributes

- Infection control procedures in the health care setting
- HIV and VMMC Counselling skills
- Attention to detail, Botho, Innovative
- Demand Creation experience
- Valid driver's license is required

Application letter, curriculum vitae, certified copies of ID and certificates 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: 10th January 2024