



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. Voluntary Medical Male Circumcision (VMMC) Nurse (3 positions)- 1 position tenable in each of the following Districts; Maun, Kweneng East and Mahalapye District**

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 and actively participate in implementation of the MOVE (Models of Optimizing Volumes and Efficiencies) where needed
- Offers pre and post VMMC counselling on HIV testing and VMMC acceptance, answer 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 prepare operation environment and the required equipment to ensure they are in good condition, functioning properly and sterile
- Adheres to infection control protocols and standards at all points of care and service delivery
- Provides client education on VMMC, HIV, Behavior Change and secure informed consent from clients or the parent/guardian prior to VMMC
- Prepares the client for VMMC procedure and administer local anaesthesia
- Performs the VMMC procedure/operation on all eligible clients using the approved and prescribed surgical technique in line with MoH and WHO standards
- Cleans and applies dressings to clients after procedure and reinforce post-operative messages especially wound care and post-operative review visits

- Post the circumcision procedure, ensures adherence to cleaning of re-usable instruments before handing them over for further cleaning and autoclaving by Health Care Auxiliary
- Ensures that client and the procedure documentation is accurately and adequately captured in the data collection tools provided by ACHAP and Ministry of Health and Wellness
- Ensures that clients are discharged appropriately with proper documentation and 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 where applicable, 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 report all moderate and severe 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 respond 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 ensure 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, DHMT and MoHW 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

2. YFS Nurse (5)- 1 position tenable in each of the following districts; Francistown, Phikwe, Tutume, Maun and Palapye

Job purpose

The YFS Nurse will be responsible for service delivery and assisting in coordinating the implementation of AGYW services at YFS clinics and ensure enrolment and retention of clients YFS services.

Roles and Responsibilities

- Provides excellent adolescent and youth friendly health/clinical services to clients attending the mobile clinic/safe spaces/ health facilities including but not limited to PreP, HTS, SRH
- Works with clients and visitors on all health promotion issues including (but not limited to) screening, counselling, and education
- Establishes and maintains positive working relationships across different stakeholders, including government departments and CSOs within the district, and with other stakeholders/partners
- Ensures effective and timeous planning, monitoring, and reporting on the programme including participating in the collection of data in the area of practice
- Ensures efficient and timely flow of management and operational information to managers, and meet all reporting requirements
- Follows all M&E processes and procedures and report program activities as required to the District structures as well as ACHAP HQ
- Ensures all data is accurate
- Represents the organisation at meetings and events as directed by management
- Collaborates with other staff, programme team members and stakeholders
- Ensures that all allocated targets are met
- Safeguard all ACHAP assets and any other assets used in the YFS clinic

Qualifications and experience

- Degree/Diploma in General Nursing Science and Midwifery
- Registration with Botswana Nursing Council as professional Nurse and Midwife
- Experience or training as a Nurse prescriber
- Minimum three years appropriate/recognized experience in nursing after registration as a professional nurse with Nursing Council in general nursing
- Proof of previous and current experience (Certificate of Service, certified by relevant HR official must be attached)
- Relevant community nursing experience
- Experience working with youth
- A driver's license would be advantageous

Knowledge, skills and attributes

- Knowledge of HIV/AIDS and TB management; HIV counselling course or relevant HIV testing experience
- Knowledge of nursing care processes and procedures and of all relevant legal frameworks.
- Ability to work in a team and network
- Ability to perform health assessments, provide reproductive and sexuality education, counselling and advice
- Good planning, organization, report writing and problem-solving skills
- Sound interpersonal skills including negotiating, conflict management, and counselling skills
- Computer literate (MS Office package)
- Good communication skills (written and verbal) in English, Setswana and any local language

3. Finance Assistant- 1 position tenable in Gaborone

Job purpose

To assist with payment preparation, distribution and recording

Roles and Responsibilities

- Receive and process all invoices, expense forms and requests for payment
- Matches invoices to purchase orders to ensure correct payment to suppliers
- Captures creditors invoices into the system, prepares payment vouchers and submits them with accompanying documents to the Finance Officer for payment
- Posting transactions in the accounting system (maintenance of the general ledger)
- Distributes and keeps a record of all payments and files the payment documentation appropriately
- Prepare on-line banking payments for approval
- Responds to and handles queries on payments
- Maintains petty cash float for ACHAP
- Preparation of bank reconciliations
- Filing of supporting documents in logical order
- Assist in handling audits e.g submitting supporting documents as requested by auditors
- Checking field trips expense liquidations, and ensure that any cash not spent is deposited on time
- General administrative duties as may be assigned from time to time

Qualifications and experience

- Degree in accounting is desirable or accounting qualification such as AAT
- Attachment/Internship experience will be an added advantage
- Experience working in the NGO 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

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: 8th March 2024