1. SENIOR MONITORING AND EVALUATION OFFICER – 1 & 2 YEAR CONTRACTS

Job purpose
To provide ACHAP with monitoring, evaluation, and documentation techniques that will guide the development and implementation of various projects, including current and new initiatives. The focus of the role is on the HIV/AIDS Prevention and Care, including HIV testing and Counselling and Youth or key populations prevention programs and care. Skills in Monitoring and evaluation are critical to focus on the results, the ability to develop and implement 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 is a medium sized non-governmental organization that is committed to building on, and leveraging on core competencies in the field of HIV/AIDS and related health conditions. ACHAP hence, seeks to recruit suitably qualified and highly motivated individuals with strong commitment to TB/HIV/AIDS programmes implementation to the position of:

Roles and responsibilities
- Implement, customize, and maintain the Global Fund project M&E Frameworks and plan in order to track progress towards meeting set objectives and targets.
- Work with other implementing partners to continuously review/consider programme performance and prepare for latent potential failures.
- Designs and conducts programme evaluations in line with each programme/project evaluation agenda.
- Develops and implements a database for storage and management of the key programmes.
- Participates in research studies and secondary analysis of nationally representative survey data sets to assess the impact of projects and activities within focus areas.
- Performs any other duties as directed by the supervisor.

Knowledge and Experience
At least a minimum of 5 years’ experience in Monitoring, Evaluation and Research of Health, HIV and AIDS programmes and development of functional monitoring and evaluations systems.
• Operations research experience is essential.
• Qualitative and quantitative research techniques.

Qualifications
Master’s degree in Health Related field or Social Sciences; or a minimum of 5 years’ experience in Monitoring, Evaluation and Research of Health, HIV and AIDS programmes and development of functional monitoring and evaluations systems.
• Professional training in M&E is an added advantage plus.

Knowledge and skills
• Computer Literacy.
• Knowledge of at least two computer based statistical packages such as SPSS, ACCESS, MS. Excel, Stata etc.
• Data Management, and report writing skills;
• Ability to analyze data, interpret, link and understand statistical information.

2. FINANCE SPECIALIST – 1 YEAR CONTRACT

Job purpose
To provide efficient Human Resources services and support to specific business units;
• To assist the Human Resources (HR) Manager in the review and development of HR strategies, policies and systems as well as coordinating HR and organizational development projects.

Roles and responsibilities:
- Assists the HR Manager in the review and development of HR strategies, policies and systems;
- Assists in the up-keeping of HR and organizational development projects;
- Preps for advertisement for positions in appropriate media and shortlists potential candidates;
- Makes arrangements for interviews to be conducted and participates in the selection/interview process;
- Carries out reference checks and drafts of offer employment letters;
- Conducts orientation and induction of new staff and supervises the probation of new employees;
- Carries out administrative duties relating to new employees including the opening of personal files, organizing permits for expatriates, processing medical aid and insurance, and addition to the payroll;
- Calls for performance plans at the beginning of the year, and sends out reminders on important dates relating to performance appraisal, provides technical support, and makes follow ups 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 queries to performance appraisals;
- Identifies training needs from the completed appraisals, selects suitable programmes to cover the skills gaps and coordinates staff training;
- Handles queries relating to salaries;
- Handles disciplinary actions/grievances in line with the Disciplinary Policy Grievance Procedures;
- Monitors staff contracts and handles terminations in line with set procedures;
- Keeps records and ensures efficient retrieval of the same;
- Relates the HR Officer in payroll processing, making bank transfers and tax returns;
- Coordinates feedback related to wellness programmes;
- Performs any other duties as directed by the supervisor.

Qualifications and experience
• Degree or HND in Human Resources Management or Social Sciences in a related discipline;
• 5 years in an HR environment doing Recruitment and/or Employee relations work;

Knowledge, skills and attributes
- Customer Service skills
- Communication skills
- Negotiation and persuasion skills

5. FINANCE OFFICER – 1 YEAR CONTRACT

Job purpose
To process payments, reconcile and record accounting and financial information into the books of ACHAP, and to liaise with third parties (external).

Roles and responsibilities
- Maintains staff advances and travel advances to ensure that ACHAP funds are not misused.
- Maintains data of designated accounting or ERP systems to facilitate financial reporting and availability of any non-financial information;
- Prepares cheques to ensure ACHAP and ACHAP supported projects’ suppliers get timely payments.
- Captures receipts and payments in the cashbook to necessitate bank reconcile;
- Processes journals and prepares bank, general ledger and balance sheet reconcillations for ACHAP and other projects;
- Processes transactions from local andor foreign debtors accounts and to facilitate reconciliation of those accounts;
- Provides fixed asset register to ensure all physical assets have been accounted for before computation of the monthly depreciation journal;
- Prepares VAT returns, submits and files returns thereof in order to ensure that all VAT claims for the quarter have been claimed for.
- Carries out other financial activities as directed by the supervisor.

Qualifications and experience
• Degree, HND, or Diploma in Finance, Accounting or accounting related field such as AAT;
• 3 years’ experience in a computerized accounting environment;
• Prior experience working in a donor funded environment will be an added advantage.

Knowledge, skills and attributes
• Accounting software, spreadsheets, presentation and word processing skills;
• Familiarity working with ERP’s will be an added advantage.

6. PROCUREMENT ASSISTANT – 1 YEAR CONTRACT

Job purpose
The Procurement Assistant promotes a collaborative, client focused, quality and result oriented approach in the Procurement Unit.

Roles and responsibilities
- Assist with the preparation of Request for Quotation, Invitations to Bid, Requests for Proposal and co-ordination of their timely dispatch by fax, messenger or other means;
- Assists the Procurement Officer in maintaining current up to date procurement documents and Manual;
- Routine copying and circulation of quotes, bids and proposals for evaluation;
- Researching prices and quoting orders locally on low value items;
- Assists with the coordination of selected bidders to ensure completion of administrative procedures, as well as prepare for the technical evaluation;
- Performs other duties as assigned by supervision.

Qualifications and experience
- Diplomas and or University Degree in Business Administration, Transport and Logistics, Supply Chain Management or equivalent qualification;
- At least 4 years’ experience in a Procurement or a related Administration field.

Knowledge, skills and attributes
- Computer skills
- Customer Service skills
- Communication skills
- Purchasing Principles

Application letter and CV should be address to the attention: The Human Resources and Administration Manager, Private Bag X33, and Gabarone, Botswana. A shortlist of candidates will be invited 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 2, Fairgrounds, Gabarone, Botswana.

Closing date for applications: 2nd December 2016