ACHAP

Partnerships for a healthy Africa

VACANCY ANNOUNCEMENT

ACHAP was established as a public-private community development partnership 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 almost two decades with remarkable results. ACHAP's main strengths include flexibility and innovation in programme design and implementation, evidence based programming, and commitment to culturally relevant approaches. ACHAP is now an independent non-profit making entity with a 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 seeks to appoint suitably qualified and highly motivated individuals with strong commitment to programme implementation to the following position:

1. **MONITORING AND EVALUATION ASSISTANT (1 position tenable in Gaborone)**

The incumbent will be responsible for all data collection and collation for ACHAP programs. The M & E Assistant will also be responsible for monitoring activity progress according to project indicators and tracking implementation of quality improvement measures

Roles and responsibilities:

- Captures VMMC data on spreadsheets as data continues to cumulate, for easy analysis, and reporting
- Compiles and submits daily, weekly and monthly reports from the VMMC sites as per agreed reporting parameters to management
- Assists the Senior M&E Officer in producing periodic monitoring reports to ensure VMMC programs have accurate and useful data to inform program development
- Conducts monthly data verifications to ensure accuracy, completeness and produce the data verification report
- Follows up all identified data verification gaps for closure with support from management
- Ensures adequate supply of the data collection and reporting tools; VMMC SOP's at the VMMC Sites at all times.
- Supports capacity building initiatives and activities by the M&E Unit Participate in all internal and external VMMC Quality Initiatives/activities as required by the relevant Authorities (SIMS, EQA and internal audits)

- Updates the VMMC databases on DHIS 2 and Microsoft Excel.
- Ensures proper filing of incoming and outgoing VMMC M&E documents Protect client's rights and uphold high confidentiality standards at all levels
- Performs any other tasks that may be assigned

Qualification and experience

- Diploma in Health Information Management System, Statistics, Social Sciences, Public Health, Epidemiology, Demography or Related field
- Training on Monitoring and Evaluation
- 6 months of work experiences on Voluntary Male Medical Circumcision Programme
- Experience working in an NGO Setup/Project Based/Performance Based Setup will be an advantage.

Knowledge and Skills:

- Quantitative and qualitative research techniques
- Computer based MS package in particular excel, word, PowerPoint
- Basic knowledge of M&E processes and techniques
- Valid driving license
- The position requires availability and willingness to work outside regular office hours occasionally

Application letter and CV should be addressed to the attention: The Assistant Manager Human Resources, Private Bag X033, Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: recruitment@achap.org. Alternatively, they can be hand delivered to:- ACHAP Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana

Closing date for applications: 2nd August 2019