

## **REPUBLIC OF ZAMBIA MINISTRY OF HEALTH**

### **PROVINCIAL HEALTH OFFICE WESTERN PROVINCE**

#### **EMPLOYMENT OPPORTUNITIES**

Provincial Health Office, Western Province in conjunction with US Centre for Disease Control and Prevention (CDC) has been implementing programs to improve the management of TB, STIs and HIV/AIDS care services in the Province since 2006. To further strengthen the programs, WPHO is inviting applications from interested persons in Western Province under Ministry of Health who meet the minimum requirements to fill the following vacant positions on contract basis subject to renewal:

#### **1. JOB TITLE: Adult -ART Program Officer**

**LOCATION: Provincial Health Office**

#### **JOB PURPOSE:**

To coordinate ART program activities in supported districts in line with the national guidelines

REPORTS TO: Clinical Care Specialist

#### **PRINCIPAL ACCOUNTABILITY (MAIN DUTIES)**

- Undertakes periodic technical program reviews, site visits and monitoring progress towards achievement of objectives and targets
- Develops and implements strategies to ensure timely initiation of newly diagnosed PLHIV on ART in accordance with national guidelines
- Develops and implements strategies for monitoring of PLHIV initiated on ART according to national guidelines
- Spearheads development of systems to track patients missing appointments clients
- In collaboration with district staff, undertakes identification of training needs among frontline health workers in order to improve skills and competencies through capacity building activities.
- Undertakes preparation of Plans and activity budgets for ART service provision
- Facilitates acquisition of technical information, Standard Operating Procedures and protocols for ART service provision
- Undertakes coordination of uninterrupted supply of ARV drugs and related logistics for treatment of HIV in liaison with technical staff
- Coordinates the CETA Program in the Province
- Undertakes timely reviews and reporting of all the required reports as well as annual ad-hoc reports in the required formats

- Undertakes timely, operational research activities in order to generate information on service within the financial year activity

## **JOB SPECIFICATIONS/REQUIREMENTS**

- Grade 12 certificate with at least five O-level credits
- Degree in Clinical Medicine and Public Health
- Registered with Health Professions Council of Zambia with a valid Practicing License.
- At least five (5) years relevant experience in TB/HIV Programme in which three years should have worked as a front liner or Clinical Officer
- Must be trained in WHO CETA and ART Modules
- Experience in PEPFAR supported TB/HIV programs will be an added advantage
- Trained in Project management will be added advantage
- Ability to write technical papers and reports clearly in English
- Ability to communicate fluently in English and local languages
- Must be between the Age of 21 years and 55years

### **Other skills/Attributes:**

Computer literate, Managerial skills, Interpersonal relations, initiative

## **2. JOB TITLE: Laboratory Program Officer**

LOCATION: Provincial Health Office

JOB PURPOSE: To Coordinate CDC supported laboratory activities in western province, provide technical assistance to laboratory staff and contribute to the achievement of the UNAIDS 95-95-95 goals and CDC set goals under the laboratory domains.

REPORTS TO: Clinical Care Specialist

## **PRINCIPAL ACCOUNTABILITY (MAIN DUTIES)**

- Under takes supervision in districts to ensure quality service provision
- Supervise both technical and non-technical staff and ensures operational adherence to laboratory guidelines
- Undertakes Monitoring of clients on ART through VL/EID
- Maintains records and statistical reports for program monitoring and decision making
- Coordinates specimen courier from facilities to the testing labs and results from the PCR labs to facilities.
- Facilitates availability of updated Laboratory guidelines, SOPs and algorithms are in place at all times so as to ensure adherence to National guidelines

- Identification of areas for capacity building for laboratory staff and other health workers
- Works with data associates to ensure timely collection of data from laboratories compiling and analysing the findings for decision making
- Plans and prepares activity budgets. Contributes in the development and implementation of operations budget to ensure compliance with organizational expenditure requirements.
- Monitors and offers technical support in the implementation QMS activities in order to improve quality of Laboratory service
- Coordinates with other implementing partners in ensuring that QMS programs are adhered to.
- Supervises Technical staff to ensure HIV/TB/STI commodity security

### **JOB SPECIFICATIONS/REQUIREMENTS**

- Grade 12 certificate with at least five O-level credits:
- Degree in Biomedical Sciences
- Registration with Health Professions Council of Zambia with valid practicing license.
- At least five (5) years relevant experience in TB/HIV Programme in laboratory services
- Must be trained in WHO ART Modules, logistics and supply Experience in PEPFAR supported TB/HIV programs will be an added advantage
- Trained in Project management will be added advantage
- Ability to write technical papers and reports clearly in English
- Ability to communicate fluently in English and local languages
- Must between the Age of 21 years and 55years

#### **Other skills/Attributes:**

Computer literate, Managerial skills, Interpersonal relations, initiative

### **3. JOB TITLE: PMTCT Program Officer**

#### **LOCATION: Provincial Health Office**

**JOB PURPOSE:** To coordinate CDC supported PMTCT/EID activities in western province, provide technical assistance to PMTCT providers and contribute to the achievement of the UNAID 95-95-95 goals and CDC set goals under CDC.

**REPORTS TO:** Public Health Specialist

#### **PRINCIPAL ACCOUNTABILITY (MAIN DUTIES)**

- Monitors the implementation of HIV testing services for Pregnant and Breast feeding women (PBF), their partners and offer technical support according to current national guidelines.

- Monitors the implementation of re-testing policy in ANC, Labour Delivery (L&D) and breast feeding women and offer technical support.
- Monitors the implementation of HIV testing for HIV Exposed Infants(HEIs) according to current national guidelines
- Monitors achievement of set targets Undertakes regular review of PMTCT guidelines and standards implementation to ensure adherence to national guidelines in the provision of quality PMTCT services
- Coordinates inductions, orientations and Trainings of HC/Ps and EID/VL champions
- Monitors linkage of HIV positive mothers and infants to treatment Spear heads developments of systems to track missed appointments for Pregnant & Baby Mother pairs(P&BMP)
- Supervises and monitors routine and targeted monitoring for treatment failure through regular assessment of Viral load (VL) as per national guidelines, and results documented in medical records.
- Facilitates availability of uninterrupted supply of logistics and ARVs in liaison with Pharmacists and lab program officer
- Undertakes planning and budgeting for PMTCT program.
- Undertakes timely, operational research activities in order to generate information on service within the financial year activity

#### **JOB SPECIFICATIONS/REQUIREMENTS**

- Grade 12 certificate with at least five O-level credits;
- Degree in Nursing with a Diploma in Midwifery or Degree in Midwifery
- Registration with General Nursing Council of Zambia with valid practicing license.
- At least five (5) years relevant experience in TB/HIV Programme
- Must be trained in WHO ART Modules
- Experience in PEPFAR supported TB/HIV programs will be an added advantage
- Trained in Project management will be added advantage
- Ability to write technical papers and reports clearly in English
- Ability to communicate fluently in English and local languages
- Must between the Age of 21 years and 55years

#### **Other skills/Attributes:**

Computer literate, Managerial skills, Interpersonal relations, initiative

#### **4. JOB TITLE: Senior Finance and Grants Specialist**

#### **LOCATION: Provincial Health Office**

**JOB PURPOSE:** To provide oversight and leadership in project finances and grants management for the purposes of increasing the capacity of the Province to provide comprehensive and sustainable HIV Prevention, Care & Treatment Services under the US President's Emergency Plan for AIDS Relief (PEPFAR)

through the Cooperative Agreement with the US Centers for Disease Control and Prevention (CDC).

REPORTS TO: Provincial Health Director

### **PRINCIPAL ACCOUNTABILITY (MAIN DUTIES)**

- Coordinates and supervises effectively, timely and accurate maintenance of electronic books of accounts in order to facilitate efficient storage and retrieval of project financial information.
- Coordinates and supervises, timely banking of revenue in order to safeguard project funds.
- Coordinates and supervises, timely preparation of expenditure statements in order to accurately monitor levels of project expenditure.
- Ensures timely preparation and submission of Draw-Down Requests for concurrence by CDC Zambia and drawing of funds in US Payment Management System (PMS) in order to ensure availability of funds to facilitate timely implementation of project activities in line with approved budgets.
- Ensures timely preparation of mandatory financial and audit reports to CDC in line with Terms and Conditions contained in the Notice of Award (NOA).
- Ensures that debtors are conforming to terms and conditions in the NOA as well as regulations governing the award including conformity to 45 CFR 75 in the application of project funds.
- Ensures timely preparation and submission of administrative responses and requests including lifting of administrative restrictions, carryovers, redirections, and other matters requiring prior approval to CDC in order to facilitate timely decision making
- Undertakes provision of technical support to Grants and Finance Officers and CDC supported districts in USG funds management and GRZ financial management Act.
- Supervises effectively, human, financial and other material resources in order to facilitate achievement of set objectives.
- Undertakes regularly provision of sufficient internal controls to reduce audit queries.
- Supervise procurement of goods and services required for smooth running of project activities in line with Zambia Public Procurement Authority, Public Finance Act in liaison with the procurement officer to process major procurements.
- Undertakes preparation of financial reports and expenditure analysis to facilitate decision making.
- Supervises timely preparation of monthly expenditure statements in order to monitor levels of expenditure

### **JOB SPECIFICATIONS/REQUIREMENTS**

- Full grade 12 School Certificate with five (5) Levels

- Bachelor's Degree in Accounting /ACCA/ CIMA ZICA or other relevant Degrees strongly preferred in Accounting
- Master's degree (MBA/MSc Professional Accounting added advantage
- Must have Five (5) years of relevant traceable experience of which a minimum of three (3) years in PEPFAR Programs at management level
- Must be an active Members to relevant professional body (ZICA)
- Knowledge of financial reporting, financial accounting, audit standards and compliance regulations .
- Must be between the age of 21 and 55 years
- Knowledge of GRZ and/or USG financial regulations
- Ability to write technical papers and reports clearly in English
- Ability to communicate fluently in English and local languages.

**Other skills/Attributes:**

Computer literate, Managerial skills, good Interpersonal relations, ability to use initiative and trust worthiness.

**5. JOB TITLE: TB Program Officer**

LOCATION: Provincial Health Office

**JOB PURPOSE:**

To provide oversight and leadership in project finances and grants management for the purposes of increasing the capacity of the Province to provide comprehensive and sustainable HIV Prevention, Care & Treatment Services under the US President's Emergency Plan for AIDS Relief (PEPFAR) through the Cooperative Agreement with the US Centers for Disease Control and Prevention (CDC).

**REPORTS TO:** Public Health Specialist

**PRINCIPAL ACCOUNTABILITY (MAIN DUTIES)**

- Develops and implements strategies to intensify TB case Finding (ICF) in supported districts
- Coordinates provision of routine HIV provider-initiated testing and counseling (PITC) to all TB patients and results documented in the treatment registers
- Facilitates initiation of TB patients diagnosed with HIV on ART in accordance with national guidelines
- Facilitates provision of CTX prophylaxis to all TB/HIV co-infected patients
- Facilitates provision of Isoniazid to all PLHIV who screen negative for active TB as per national guidelines
- Undertakes periodic technical program reviews, site visits and monitoring progress towards achievement of objectives and targets

- Spearheads holding of coordination meetings with various stakeholders and partners to review program performance at district and provincial level and also participates in TB Technical Working Groups (TWGs).
- Plans and prepares activity budgets and ensures that funds disbursed to districts are spent according to plans and activity reports generated
- Facilitates acquisition of any technical information, Standard Operating Procedures, protocols and resources which would be required for TB program implementation.
- Facilitate training of HCWs in TB management
- Liaises with technical staff to ensure uninterrupted supply of TB drugs and related logistics for diagnosis and treatment of TB
- Facilitates implementation of TB infection control plans in supported districts i.e. segregation and fast tracking of coughers, patient cough etiquette instruction, well-ventilated waiting and clinic areas, and N95 respirator availability for front line staff.
- Coordinates DR-TB surveillance in supported districts
- Compiling Program monitoring reports
- Undertakes timely, operational research activities in order to generate information on service within the financial year activity

## **JOB SPECIFICATIONS/ REQUIREMENTS**

- Grade 12 certificate with at least five O level credits;
- Degree in Clinical Medicine and Public Health
- Registered with Health Professions Council of Zambia with a valid Practicing License.
- At least five (5) years relevant experience in TB/HIV Programme in which three years should have worked as a front liner or Clinical Officer
- Must be trained in WHO TB and ART Modules
- Experience in PEPFAR supported TB/HIV programs will be an added advantage
- Trained in Project management will be added advantage
- Ability to write technical papers and reports clearly in English
- Ability to communicate fluently in English and local languages
- Must between the Age of 21 years and 55years
- Other skills/Attributes: Computer literate. Managerial skills, Interpersonal relations, initiative

## **Instructions for submission of applications**

The advert is Internal for Western Province Ministry of Health and applicants meeting the above job specifications and competencies and in Western Province should apply enclosing their; application letter stating the facility they are from and address detailed curriculum vitae, Photocopies of NRC. professional and academic qualifications and any other relevant documents.

Please note that only shortlisted candidates will be contacted. A One (1) year contract will be offered to successful candidate subject to renewal depending on satisfactory performance and availability of funds. Clearly mark on top of the envelope the position you are applying for.

**Address applications to:**

The Provincial Health Director

Provincial Health Office

Independence Road

P.O. Box 910022

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Closing date for applications is Friday 4th November 2022 by 17:00 hours.