



NATIONAL HIV/AIDS/STI/TB COUNCIL

EMPLOYMENT OPPORTUNITIES

Established through an Act of Parliament No. 10 of 2002, the National HIV/AIDS/STI/TB Council (NAC) is charged with the responsibility of coordinating and supporting the development, monitoring and evaluation of the multisectoral national response for the prevention and combating of HIV, AIDS, STI and TB, in order to reduce, the personal, social and economic impacts of HIV, AIDS, STI and TB.

To enhance its mandate, applications are invited from suitably qualified and experienced Zambians to fill the following vacancies based at NAC secretariat in Lusaka:

1. Director Policy and Planning (1)
2. Financial Accountant (1)
3. Strategic Information Technical Advisor (1)
4. Office Assistant (1)

DIRECTOR POLICY AND PLANNING (1)

Job Purpose

Reporting to the Director General, the Director Policy and Planning will provide leadership for policy formulation, implementation, monitoring and evaluation as well as strategic and operational planning in order to ensure that policies and plans are in line with the mission, vision and values of the National HIV/AIDS/STI/TB Council.

Principal Accountabilities

- Effectively leads the implementation and monitoring and evaluation of the National HIV/AIDS/STI/TB policy
- Actively participates in the conceptualization of public policies which have a bearing on HIV and AIDS in Zambia
- Critically analyses public policies in order to determine how they impact the HIV and AIDS response agenda
- Effectively and timely spearheads the development and revision of the National HIV/AIDS/STI/TB Council Strategic Frameworks and operational plans.
- Ensures availability, accessibility and use of accurate and current strategic information in policy formulation, programme development and decision-making processes.
- Regularly tracks adherence of sectors to national HIV policies, guidelines and plans in order to ensure uniformity of implementation.
- Effectively builds the capacity of NAC and its decentralized structures in HIV and AIDS related policy interpretation, strategic and operational planning matters.
- Ensures effective coordination of the development and application of alternative remedies in the management of HIV and AIDS by various stakeholders.
- Manages timely development of work plans and operationalisation of the annual performance system (APAS) in order to monitor, evaluate and enhance performance in the directorate.
- Manages effectively, the utilization of human, financial and material resources in the directorate in order to ensure effective and efficient operations and the attainment of directorate and corporate objectives.
- Perform any other official duties assigned by the Director General from time to time.

Qualifications

- Grade 12 certificate with at least 5 Credits at "O" Level including English and Mathematics.
- A degree in Development Studies or equivalent from a recognised university.
- Masters in Development Studies, Strategic Management, Organizational Leadership or equivalent from a recognized university.
- A qualification in Monitoring and Evaluation will be an added advantage.

Knowledge and Skills Requirements

- At least seven (7) years' experience in policy formulation and implementation, five (5) of which should be at senior management level.
- Significant experience in strategic planning in a multisectoral environment.
- Effective written and oral communication skills.
- Information Technology and analytical skills including the ability to operate specialized computer software application programmes.
- Strong leadership and interpersonal skills

STRATEGIC INFORMATION ADVISOR (1)

Job Purpose

Reporting to the Director General the applicant will provide strategic information, coordinate HIV and AIDS related research and support HIV and AIDS monitoring and evaluation activities in the HIV Response in Zambia.

Principal Accountabilities

- Coordinate and supervise all activities related to research on HIV and AIDS
- Analyze and triangulate various data and information sources for a concise, more complete picture of the HIV/AIDS/STI/TB situation in Zambia.
- Showcase interrelationship between HIV/AIDS/STI/TB and other co-morbidities.
- Suggest possible areas and opportunities to create and or enhance synergies between HIV/AIDS/STI/TB with other focus by other government line ministries; and for focused value-for money policy formulation and programme implementation.
- Make use existing data to model/forecast possible scenarios and thus, suggest possible means to mitigate and or perpetuate ills/gains made, as case may be.
- Facilitate trainings of sub national staff in Epidemiology for Data Use in support of evidence-based programming for the National HIV Response.
- Prepare concise reports, train/build capacity in surveillance, data management, use and mining.
- Develop and maintain a database of all HIV and AIDS related research work done in Zambia'
- Work with the technical working group on research in order to come up with policies to improve research development.
- Coordinate transition of research findings into policies, strategies, and guidelines in order to enhance decentralized response
- Ensures that appropriate and consistent advocacy is undertaken in relation to the research agenda
- In collaboration with stakeholders,
 - strengthen surveillance, monitoring systems including health information systems with attention to the quality of data including the use of unique identifiers and
 - organize HIV dissemination fora.
- Promote data systems and survey tools for policies and programmes.
- Accompanies the development of community-led monitoring (CLM) systems.
- Support the work of the Research Ethics, Traditional Remedies and Alternative Medicines Committee in pushing the agenda for research in Zambia.
- Perform any other duties assigned by the Director General.

Qualifications:

- Full grade 12 certificate with at least 5 Credits at "O" Level including English and Mathematics.
- Bachelor and Masters of Science in Public Health, Bio-statistics, Epidemiology, Demography or a relevant technical field from a recognized university.

Experience and Skills:

- Experience in epidemiology, biostatistics and monitoring and evaluation
- At least 5 years' experience working in the HIV/AIDS field with increasing responsibilities
- At least 5 years' experience in the design, development and operational application of strategic information systems of HIV/AIDS programmes
- At least 3 years' experience doing research related work including disease surveillance
- Experience working with research institutions
- Knowledge of research ethics and human subject's review
- Should have published at least once as a first author in a peer reviewed journal
- Ability to use various statistical analysis packages including SPSS, SAS, STATA, Epi Info and ZamInfo to undertake advanced data analysis

FINANCIAL ACCOUNTANT (1)

Job Purpose

Reporting to the Finance Manager, the Financial Accountant will direct and oversee all the financial activities to include the preparation of forecasts and budgets, periodic financial reports in order to ensure the effective and efficient utilization of the resources of the National HIV/AIDS/STI/TB Council.

Principal Accountabilities

- Supports the Finance Manager in the preparation of budgets and financial reports.
- Provides effective and efficient financial services to the Finance Manager in order to facilitate the achievement of the Finance Department's objectives.
- Responsible for day-to-day supervision of the accounting staff to ensure record keeping, financial and management reporting in NAC.
- Ensures that all financial procedures and systems conform to standing financial instructions and national legislation.
- Prepare quarterly and monthly variance reports
- Manage payables to ensure they are paid promptly.
- Manage receivables in accordance with the regulations.
- Ensure budget monitoring to ensure expenditure is maintained according to the approved budget.
- Produce timely and accurate accounts, together with explanatory reports to the Council and for auditing purposes and presents these when required.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Working with the Finance Manager, coordinate statutory and other audits conducted on resources managed by the Council.
- Ensuring statutory obligations are met regarding the Council and staff (PAYE, Social Security, Local authority taxes
- Ensure timely preparation of the payroll
- Ensure timely preparation of bank reconciliations
- Perform any other duties assigned by the Finance Manager.

Qualifications:

- Full Grade 12 certificate with credit or better in Mathematics and English.
- Degree in either Accounting or Full professional accountancy qualification such as ACCA/CIMA/ZICA.
- Member of ZICA.
- 3 Years' post qualifying relevant experience in similar capacity.

Experience and Skills

- At least five (5) years' experience in accounting/finance with increasing responsibilities.
- Experience in managing professional staff.
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- Effective verbal and written communication skills
- Proficient in accounting software preferably Microsoft Dynamics NAV
- Proficient in Microsoft Office
- Interpersonal skills
- Honest and trustworthy
- Demonstrate sound work ethics
- Detail consciousness
- Team orientation
- Decisiveness and Assertiveness

OFFICE ASSISTANT (1)

Job Purpose

Reporting to the Administration Officer, the Office Assistant will perform administrative functions as well as preparing boardrooms for meetings, cleaning offices in order to provide a conducive work environment, collecting and delivering mails within and outside offices, carry out office errands and facilitate smooth operations.

Principal Accountabilities

- Regular cleaning of offices, utensils and arranges office furniture in order to maintain a clean working environment.
- Responsible for overseeing work activities for the workers of service provider engaged by NAC to provide cleaning services.
- Assist with taking down action points arising from staff meetings.
- Carry out errands from officers in order to ensure smooth operations of the office work.
- Photocopy, scan and bind various documents when requested.
- Undertake regular circulation of internal mail in order to ensure timely access to information.
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- Assist Receptionist with answering telephone calls at the switch line in a timely and polite manner.
- Uphold confidentiality whenever handling controlled information and documents.
- Assist superiors with retrieving and filing documents when required.
- Provide support services to staff, management and other meetings by taking roll calls, making and serving beverages.
- Carry out manual chores such as loading and offloading materials, shifting or moving furniture and office equipment and other loads as required.
- Perform any other duties assigned by the Administration Officer.

Qualifications:

At least Grade 12 School certificate or 5 "O" GCE Level including English and Mathematics.

Experience and Skills

- Basic knowledge in office management
- Must be proactive
- Must display a high level of integrity due to the fact that s/he may be in a position to take care of people's belongings
- At least cleaning experience is an added advantage
- Telephone etiquettes
- Result oriented

HOW TO APPLY

Applicants must submit hard copies of application letters, current Curriculum Vitae, Certified copies of relevant academic and professional qualifications no later than 29th July, 2022. The envelope must be clearly marked with specific title of the job applied for and, addressed to:

**The Director General
National HIV/AIDS/STI/TB Council
Plot 315, Independence Avenue
P.O BOX 38718
LUSAKA**

Submissions of applications by email will not be accepted. Only shortlisted candidates will be contacted. The National HIV/AIDS/STI/TB Council is an Equal Opportunity Employer.