



## **NATIONAL HIV/AIDS/STI/TB COUNCIL**

### **ADVERTISEMENT**

## **EMPLOYMENT OPPORTUNITY**

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The National HIV/AIDS/STI/TB Council is a body corporate established under the National HIV/AIDS/STI/TB Council Act No 10 of 2002. The Council's primary mandate is to coordinate Council and support the development, monitoring and evaluation of the multi-sectoral national response for the prevention and combating of the spread of HIV, AIDS, STI and TB in order to reduce the personal, social and economic impacts of HIV, AIDS, STI and TB.

The position of Provincial AIDS Coordination Advisor at NAC has fallen vacant, and consequently, suitably qualified and experienced Zambians are invited to apply for the position which is based in the Eastern Province.

### **PROVINCIAL AIDS COORDINATION ADVISOR – (1)**

#### **JOB PURPOSE**

Reporting to the Decentralised Response Coordinator and work closely with the Director of Programmes, the applicant will support the implementation of HIV and AIDS interventions (via planning, coordination, monitoring and evaluation) and the mainstreaming of HIV and AIDS in all developmental programmes in the province.

#### **PRINCIPAL ACCOUNTABILITIES**

- Closely work with all provincial planning and coordination structures.
- Development and implementation of integrated HIV/AIDS programmes.
- Ensure effective mainstreaming of HIV/AIDS and application of the NAC Mainstreaming guidelines.
- Provide support to the implementation of Workplace Policy in line with the National Strategic Framework (NSF).

- Provide technical support to programmes and to head office staff on HIV/AIDS issues.
- Document and promote best practices of programme models and lessons learned.
- Replicate successful HIV/AIDS programmes and develop replication tool.
- Ensure staff and partners are enabled to implement high quality and practical programming.
- Liaise with relevant donors and seek new funding opportunities.
- Provide support in proposal development and report writing Travel to field for assessments, monitoring and evaluation of programmes as required.
- Strengthen field office mechanisms for planning, monitoring, supervision and evaluation of HIV/AIDS interventions.
- Participate on behalf of NAC within the HIV/AIDS sector as appropriate.
- Facilitate the development of strong HIV/AIDS focused regional and sub-regional partnerships with, donors, civil society and governmental structures through networking, joint projects etc.
- Perform any other duties as may be assigned from time to time.

## **JOB SPECIFICATIONS AND QUALIFICATIONS**

- School (Grade 12) Certificate or equivalent with 5 Ó' Level Credits including English Language and Mathematics
- Holds a first degree or equivalent qualification in a health-related field, Business Administration, Public Administration, Social Work, Public Health, Human Resource Management, Monitoring and Evaluation or any other related qualifications from a recognised university
- Strong computer skills including Excel, Word and PowerPoint Publications
- Minimum related Pre- Job Experience:
  - i) Has a minimum of three (3) years' working experience.
  - ii) Able to handle a variety of assignments sometimes under pressure of deadlines.
  - iii) Proven self-starter with broad set of experiences that can be brought to bear in a variety of flexible and changing program management situations.
  - iv) Strong knowledge of HIV/AIDS programming of project monitoring with the ability to travel in Zambia.
- Communication Skills:
  - i) Ability to communicate effectively with policy makers, funding agencies and program staff.
  - ii) Effective written communication skills
- Behaviours:
  - i) Interpersonal skills
  - ii) Honest and trustworthy
  - iii) Demonstrate sound work ethics.
  - iv) Detail consciousness
  - v) Team orientation
  - vi) Decisiveness and Assertiveness

## **Submission of Applications**

Applications accompanied by Curriculum Vitae, Certified copies of National Registration Card, Academic and Professional qualifications should be addressed to:

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

Applications may also be submitted via email to [jobs@nacsec.org.zm](mailto:jobs@nacsec.org.zm) in a single PDF file. The deadline for receiving applications is the close of business on Friday, 21st March 2025. **Please note that qualification validation is mandatory in accordance with the Zambia Qualifications Act No. 8 of 2024.**

### **Note:**

Candidates within the Ministry of Health, the Local Government Authorities (Councils) and NAC partners are encouraged to apply. This job advertisement is also available on NAC website at [www.nac.org.zm](http://www.nac.org.zm) and the MoH website at [www.moh.gov.zm](http://www.moh.gov.zm)