



NATIONAL HIV/AIDS/STI/TB COUNCIL

EMPLOYMENT OPPORTUNITIES

The National HIV/AIDS/STI/TB Council (NAC) established through an Act of Parliament No. 10 of 2002 is charged with the responsibility of developing and coordinating policies, plans and strategies for the prevention and combating of HIV, AIDS, TB and STIs in order to reduce the impact of the epidemic.

The five (5) positions for the Communications Manager, Research, Monitoring and Evaluation Coordinator, Biomedical Response Coordinator, Monitoring and Evaluation Coordinator, and Project officer – Global Fund (GF) at NAC have fallen vacant and consequently, suitably qualified and experienced Zambians are invited to apply for the positions based in Lusaka.

COMMUNICATIONS MANAGER (1)

A. JOB PURPOSE

Responsible for providing comprehensive support to the Director General (CEO) through maintaining the good image of the Council and carry out programmes aimed at increasing the public understanding and appreciation of the activities of the Council. In addition, the Communications Manager oversees the Council's communication channels by planning and managing the design, content, and production of all materials in the effective coordination of the HIV and AIDS response.

B. SPECIFIC DUTIES

- Provides expertise and technical assistance to partners on behalf of NAC in order to facilitate the development of policies and strategies relating to advocacy and coordination
- Oversees the Council's communication channels by planning and managing the design, content, and production of all materials in the effective coordination of the HIV and AIDS response.
- Coordination Ensures availability of effective Disaster Recovery Plans, provides support to the overall collaboration activities with all donor agencies and other stake holders.
- Coordinates the creation of new marketing materials, including their design and content, by assigning duties and monitoring subordinates.
- Coordinates Council events as may be required from time to time.
- Coordinates the creation of new materials, including design and content, by assigning duties and monitoring subordinates.
- Acts as focal point person in facilitation of meetings between NAC and cooperating partners.

- Develops the Council's communication strategies together with internal communication policies by researching and analysing communication channels.
- Improves the organizational communication by educating staff on etiquettes and communication practices.
- Acts as an official spokesperson for NAC to inform the public on ongoing activities and as such promotes a positive image of the Council.
- Prepares well-thought-out speeches as required from time to time.
- Participate in annual horizontal and vertical Appraisals.
- Builds a strong brand image by contacting media influencers and others to negotiate story placement on a national and international scale.
- Assists the office of the Director General in collaborating with cooperating partners in preparation of reports on resource mobilization for the Council
- Evaluates campaigns by providing feedback on their effectiveness.
- Assist the Director General and prepare periodic reports to the Director General, Council Committees and the Council.
- Supervises effectively the implementation of performance management systems in order to facilitate improvement in performance and productivity.
- Supervises effectively the utilization of human, material and financial resources in order to facilitate Unit goals.
- Ensure executive focus on measurable impact across the Council's objectives
- Contribute to the formation, implementation of operational plans, evaluation of Annual Work Plan and Budget and performance.
- Inspire a sense of purpose and direction, with the ability to shape and influence activity in support of organizational goals and values.
- Perform any other incidental duties as may be assigned by the Director General.

C. PROFESSIONAL MEMBERSHIP

- Member of the Media Association of Zambia or any other related Professional Body.

D. REQUIRED CORE COMPETENCES, ATTRIBUTES AND SKILLS

- Facilitation
- Good Planning, Monitoring, Organization and Evaluation
- Working Collaborations
- Working with the Media
- Computer Literate
- Decisiveness and Assertiveness
- Capacity building
- Able to write proficiently in English
- Able to communicate fluently in English
- Ability to listen and challenge adverse opinions
- Clearly communicate the Council's Strategy to Internal and External parties
- Proficient in computer skills
- Must be conversant with Microsoft packages and
- Good report writing skills
- Leadership skills
- Attention to detail
- Tact and Diplomacy
- Outgoing, enthusiastic and positive
- Perceptive
- Accommodating

- High energy level

E. RELEVANT QUALIFICATIONS AND EXPERIENCE

- Full grade 12 certificate with at least 5 Credits at "O" Level including English and Mathematics;
 - University Degree in Mass Communications, Media Studies or its equivalent
 - Desirable: A formal qualification incorporating International Development Policy and AID Modalities.
 - Master's Degree is Added Advantage for Senior Management positions at the Council.
 - At least Seven (7) experience at senior management level.
 - Experience in development of programmes or project management with hands on policy development.
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RESEARCH, MONITORING AND EVALUATION COORDINATOR (1)

A. PURPOSE OF THE JOB

To Coordinate HIV and AIDS Monitoring, evaluation and Research activities in Zambia and offer technical support to stakeholders in the HIV Response.

B. SPECIFIC DUTIES

- Coordinates and supervises all activities related to research on HIV/AIDS and monitoring and evaluation data.
- Facilitates the development of mechanism for research development in accordance with the Research Agenda
- Facilitates trainings of sub national staff in Epidemiology for data use in support of evidence-based programming for the National HIV Response Establish policies, procedures and operational guidelines for all programmes.
- Provide expertise and technical assistance to partners on research priorities and monitoring and evaluation
- Develops and maintain a data base of all HIV and AIDS related research work done in Zambia.
- Facilitates the development of mechanisms for monitoring and evaluation
- Works with the technical working group on research in order to come up with policies to improve research development. Coordinates 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 and monitoring and evaluation mechanism
- In collaboration with stakeholders, organize HIV and research dissemination fora.
- Supports the work of the Research Ethics, Traditional Remedies and Alternative Medicines Committee in pushing the agenda for research in Zambia
- Performs any other duties assigned by Director, Policy and Planning

C. RELEVANT QUALIFICATIONS:

- Full Grade 12 certificate with at least 5 Credits at "O" Level including English and Mathematics (or equivalent)
- Minimum of a first degree in Public Health, Bio-statistics, Epidemiology or a relevant Social Science from a recognized university.
- Knowledge of monitoring and evaluation is desirable.

D. PROFESSIONAL MEMBERSHIP

- Member of recognised Institute or any other related Professional Body.

E. REQUIRED EXPERIENCES/SKILLS:

- Experience in monitoring and evaluation, research and research methodologies
- At least 5 years' experience working in the HIV/AIDS field with increasing responsibilities

- At least 3 years' experience doing research related work including disease surveillance
- Experience working with research institutions
- Knowledge of research ethics and human subjects review
- Ability to work effectively in a multi-cultural environment
- Ability to use various statistical analysis packages including SPSS, SAS, STATA, Epi Info and ZamInfo to undertake advanced data analysis.

F. OTHER ATTRIBUTES:

- Information Technology skills including the ability to operate and manage computerized information systems
 - Attention to detail
 - Observance of deadlines
 - Collaborative/Team player
 - Tact
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MONITORING AND EVALUATION COORDINATOR (1)

A. JOB PURPOSE

To Coordinate HIV and AIDS Monitoring and Evaluation and cross-departmental information sharing through the monthly technical forums and quarterly data review meetings including research activities in Zambia and, offer technical support to stakeholders in the HIV multisectoral response with special focus on HIV Prevention Pillars.

B. SPECIFIC DUTIES

- Ensure quality, consistence and adherence to standards and best practices for Monitoring and Evaluation including data quality, privacy and use.
- Coordinate cross-departmental information sharing through the monthly technical forums and quarterly data review meetings
- Coordinate and supervise all activities related to research on HIV and AIDS and monitoring and evaluation data.
- Facilitate the development of mechanism for research development in accordance with the Research Agenda.
- Facilitates trainings of sub national staff in Epidemiology for data use in support of evidence-based programming for the National HIV Response.
- Develop M & E Plan, based on prioritised indicators in the NCCP (and implementation approach) to meet programmatic needs.
- Develop and maintain a database of all HIV and AIDS related research work done in Zambia.
- Disseminate Operational Plan and Monitoring system with all stakeholders.
- Support technical staff in Monitoring and Evaluation functions and coordinate
- Provide expertise and technical assistance to partners on research priorities and monitoring and evaluation.
- Develops and maintain a data base of all HIV and AIDS related research work done in Zambia.
- Facilitates the development of mechanisms for monitoring and evaluation.
- Works with the technical working group on research in order to come up with policies to improve research development.
- Coordinates transition of research findings into policies, strategies, and guidelines in order to enhance decentralized response.
- Conduct an inventory of data collected by partners and work with Technical Working Group on research in order to come up with policies to improve research development.
- Ensures that appropriate and consistent advocacy is undertaken in relation to the research agenda and monitoring and evaluation mechanism.
- 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 program implementation.
- Propose generation of secondary products from research findings.
- In collaboration with stakeholders, organize HIV and research dissemination fora.
- Supports the work of the Research Ethics, Traditional Remedies and Alternative Medicines Committee in pushing the agenda for research in Zambia.
- Conduct analysis of the national condom program for supply chain and programme performance against set distribution targets.

- Ensure learning for internal and external collaboration of partners in the HIV prevention Space in M & M and continual improvement.
- Prepare concise reports, train/build capacity in data management use and mining.
- Review standardise all CCP data collection and reporting tools (for all sectors) to facilitate for integration with LMIS.
- Collect, analyse and report on data for both programme monitoring and Evaluation requirements at national and subnational level as well as internal reporting.
- Performs any other duties under the instance of Director Policy and Planning

C. PROFESSIONAL MEMBERSHIP

- Member of recognized Institute or any other related Professional Body.

D. REQUIRED CORE COMPETENCES, ATTRIBUTES AND SKILLS

- Information Technology skills including the ability to operate and manage computerized information systems.
- Attention to detail.
- Observance of deadlines.
- Collaborative/Team player.
- Tact

E. RELEVANT QUALIFICATIONS AND EXPERIENCE

- Full grade 12 certificate with at least 5 Credits at "O" Level including English and Mathematics;
 - Minimum of a first degree in Public Health, Bio-statistics, Epidemiology or a relevant Social Science from a recognized university.
 - Knowledge of Monitoring and Evaluation is desirable
 - Experience in monitoring and evaluation, research and research methodologies
 - At least 5 years' experience working in the HIV/AIDS field with increasing responsibilities
 - At least 3 years' experience doing Monitoring and Evaluation and Research related work including HIV and AIDS, Prevention Pillars and Disease Surveillance
 - Experience working with Monitoring and Evaluation and Research institutions
 - Knowledge of Ethics and human subjects review
 - Ability to work effectively in a multi-cultural environment
 - Ability to use various statistical analysis packages including SPSS, SAS, STATA, Epi Info and ZamInfo to undertake advanced data analysis.
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BIOMEDICAL RESPONSE COORDINATOR (1)

A. JOB PURPOSE

To provide mid-level program management and coordination of all Bio-Medical, HIV and AIDS intervention programmes both at national and provincial levels. Responsibilities include coordinating development of programmatic guidelines, technical support to public, Private and Civil Society Sectors and partners involved in supporting the implementing agencies at all levels.

B. SPECIFIC DUTIES

- Coordinates the full range of Bio-Medical HIV and AIDS Intervention programmes as prioritised in the NASF.
- Coordinates development and dissemination of programmatic guidelines
- Provides technical guidance and support to public, Privates and Civil Society Sectors and partners involved in supporting the implementation of Bio-Medical interventions against HIV and AIDS.
- Facilitates national planning, implementation and monitoring of Bio-Medical HIV and AIDS Intervention programmes
- Advocates inclusion of high impact Bio-Medical HIV and AIDS Intervention in all key populations and vulnerable populations programmes.
- Provides technical support to development of guidelines on service integration of Bio-Medical HIV and AIDS Intervention.
- Facilitates development of training manuals and guidelines for Bio-Medical HIV and AIDS Intervention learning centres.
- Coordinates scheduling and holding of all Bio-Medical HIV and AIDS Interventions Working Group meetings.
- Facilitates international and national resource mobilisation initiatives for Bio-Medical HIV and AIDS Intervention programmes.
- Advocates for resource mobilisation for Bio-Medical HIV and AIDS Intervention in Public, Private and Civil Society Sector at international, Regional and national levels.
- Supports and monitors timely submission of periodic reports by implementing Public, Private and Civil Society and NGO sector partners into the national M&E system
- Prepare quarterly and annual reports and any other reports as may be required by the Programmes Directorate.
- Ensures compliance with NAC national and sub-national data collection M&E systems especially for Bio-Medical HIV and AIDS Intervention indicators contained in the NASF.
- Reviews program data from Public and Private Partners and assists M&E Coordinator to collate, analyse and use data for decision making.
- Facilitates joint Periodic Monitoring and assessment of the implementation and quality of Bio-Medical HIV and AIDS Intervention
- Participate in annual and periodic programme reviews.
- Participates in the documentation of best practices for sharing at local and international conferences and symposia.
- Works in close collaboration with the Knowledge management unit in dissemination of best practices at national and subnational levels.
- Ensures the placement of key documents and report on the network and shared drives.
- Perform any other duties as may be assigned by the Director Programmes.

C. PROFESSIONAL MEMBERSHIP

- Member of recognized Institute or any other related Professional Body.

D. REQUIRED CORE COMPETENCES, ATTRIBUTES AND SKILLS

- A thorough knowledge of concepts, principles and practices of HIV and AIDS, TB and STIs
- Knowledge in strategic planning and management
- Knowledge and understanding of general government communication policies and procedures or regulations for program implementation.
- Demonstrated ability to work with divergent partners and stakeholders.
- Proficiency in word processing spread sheets and database skills.
- Ability to work in team environment
- Ability to work effectively as part of a multisectoral team
- Strong representational and interpersonal skills
- Ability to work independently with minimum supervision
- Ability to travel domestically and internationally.

E. RELEVANT QUALIFICATIONS AND EXPERIENCE

- Full grade 12 certificate with at least 5 Credits at "O" Level including English and Mathematics;
 - A Bachelor's degree in medical related professions such as nursing, clinical medicine, public health or equivalent.
 - Additional qualifications in epidemiology, health management, or other relevant fields is preferred
 - At least five (5) years' experience in a similar role
 - Experience in development of programmes or project management with hands on policy development.
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PROJECT OFFICER – GLOBAL FUND (1)

A. JOB PURPOSE

To provide support to the operational component of the National HIV/AIDS/STI/TB Council (NAC) and work closely with the Global Fund support staff including- principle recipients, Sub-sub recipients and Project Management to ensure that implementation is in line with approved budgets including managing procurements, organizing logistics required for the activities, and other general administrative duties.

B. RESPONSIBILITIES/ACCOUNTABILITIES OF THE JOB HOLDER

Reporting to Civil Society Coordinator, the Project Officer's responsibility shall include the following:

- Plan and coordinate project activities including scheduling, reporting and documenting control.
- Prepares activity and travel budgets and formal requests for planned project activities as well as securing the services of facilitators, preparing necessary training materials, identifying and inviting participants.
- Organizes logistics for activities including identifying and securing the services of facilitators, preparing all training materials, identifying and inviting participants.
- Participates actively in planning, design, review and reporting on project progress, under the direction of the Monitoring and Evaluation Coordinator.
- Closely works with PACAs, Monitoring and Evaluation Coordinators and Decentralized Response Coordinator and the Civil Society Coordinator to ensure that activity implementation is in accordance with the approved GF budget.
- Facilitates the development of detailed annual work plans, budget and quarterly disbursements budgets for planned activities.
- Actively participates in implementation of project activities in accordance with duties.
- Participates and acts as secretary during project activities, planning meetings and ensure that minutes are taken and shared in time with all relevant participants.
- Liaises and maintains regular contacts with the Global Fund and other related partners.
- Handles a variety of of practical and administrative tasks, including scheduling budgets and general documentation.
- Plays a support role to the coordination of Civil Society and support the coordination and implementation of the Global Fund project.
- Organizes logistics for activities including identifying and securing the services of facilitators, preparing all training materials, identifying and inviting participants.
- Manages project's travel schedule and liaise with NAC Finance and Administration unit to ensure resources are available to support project travel requirements.
- Ensures timely input into the planning and budgeting processes of the fund supported project and the wider NAC activities.
- Initiates procurement processes and work with the NAC Procurement Unit to ensure receipt and delivery of materials.

- Assist in the preparation of reports, presentations and other documents as required from time to time.
- Performs any other relevant duties and/or activities contributing to the achievement of NAC and the GF for impact and influencing.

C. REQUIRED CORE COMPETENCES, ATTRIBUTES AND SPECIFIC AREAS OF RESPONSIBILITIES

- Full grade 12 certificate with at least 5 Credits at "O" Level including English and Mathematics;
- Bachelor of Arts Degree in Business Administration, Public Administration, Social work, Public Health, Human Resource Management or any other related qualification.
- A Project management qualification shall be an added advantage.
- At least three (3) years' experience in a similar position
- Experience with donor-funded projects
- Able to handle a variety of a variety of assignments sometimes under pressure of deadlines
- Proven self-starter with broad set of experiences that can be brought to bear in a variety of flexible and changing program management situations
- Strong knowledge of HIV/AIDS programming of project monitoring with the ability to travel in Zambia
- Ability to communicate effectively with policy makers, funding agencies and program staff
- Effective written communication skills
- Effective verbal communication skills
- Information Technology skills including the ability to operate and manage computerised systems
- Well-developed communication, written and verbal communication skills.

D. PROFESSIONAL MEMBERSHIP

Any other related Professional Body.

APPLICATION PROCEDURE

Applications with detailed Curriculum Vitae, certified copies of all relevant academic and Professional certificates, copy of National Registration Card (NRC) OR Passport to support the application with contact details indicating daytime telephone/mobile numbers should be submitted to the following address:

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

Or send applications through email in PDF single file format to: jobs@nacsec.org.zm

Envelopes should be appropriately marked with the position applied for.

The deadline for receipt of applications is Thursday, 31st October 2024. Only shortlisted candidates will be contacted for interviews. The National HIV/AIDS/STI/TB is an equal opportunity employer, and we encourage applications from qualified Zambians of all backgrounds.
