

# MISSION NOTICE

## US AID Mission to Zimbabwe

**Mission Notice No: 15-04**

**Date: December 19, 2014**

**Open to:-**

All U.S. Mission Locally Employed Staff (LES) – All Agencies

*Current employees serving a probationary period are not eligible to apply*

All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of this paperwork will need to be provided)

**Official Title: Public Health Specialist – HIV/AIDS Counselling and Testing**  
**Office: Health, Population and Nutrition**

**Position Grade: FSN-11**

**Salary Range: US\$42,311 - US\$61,351 basic salary grade range)**

(Candidates may be selected at a lower grade (at the trainee level) and be promoted when eligible and have met the full job requirements of the position)

The US Mission in Zimbabwe provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Opening Date: December 19, 2014**

**Closing Date: January 16, 2015 (1700 hours local time)**

**Work Hours: Full time; 40 hours per week**

**BASIC DESCRIPTION OF THE POSITION:**

The Public Health Specialist - HIV/AIDS Counselling and Testing is a key member of USAID/Zimbabwe's PEPFAR unit within the Office of Health, Population and Nutrition (HPN). Under the supervision of the HPN Office Director at USAID/Zimbabwe, the incumbent is responsible for guiding the strategic direction of USAID's assistance to national HCT program in Zimbabwe. The job holder's responsibilities include keeping current with the latest technical approaches globally for HCT interventions; monitoring and managing USAID-supported HCT activities in Zimbabwe; coordinating and collaborating with other USAID/Zimbabwe and the

Inter-Agency PEPFAR staff to ensure that project implementation addresses program strategic goals and internationally recognized public health standards and best practices; and, maintaining constant and clear communication with implementing partners (including host government ministries, non-governmental and international organizations) for all issues related to the agency's counselling and testing program activities.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Program Management (80%)**

The incumbent:

- Has primary responsibility for program management and oversight of partner agencies implementing HCT activities funded by the U.S. government (USG); and, oversees the design, coordination, and support for implementation of facility, home and community-based HCT services for at-risk populations in Zimbabwe. This includes providing support in identifying, assessing, and implementing HIV counselling and follow-up services at selected health care facilities.
- Is responsible for the planning and implementation of HCT programmatic activities. He/she works with stakeholders and partners (including Health Ministry officials) to facilitate the USAID assistance for HCT services.
- Recommends to the USG and MOH counterparts approaches to enhance and improve HCT services and activities in Zimbabwe. In collaboration with various stakeholders, he/she is responsible for identifying HCT priorities for the USG team, and ensuring that the USG strategy for HCT service delivery is in line with national policies and priorities.
- Participates in developing scopes of work for long and short-term personnel needed to accomplish HCT program activities. He/she provides HCT programmatic guidance to staff at all levels, and assists ministry officials to develop evaluation tools for HCT activities. Working in collaboration with mid-level and senior ministry staff, implementing partners and members of the USG country PEPFAR team, the incumbent monitors all programs under his/her purview to assure that specific objectives are achieved and/or appropriate remedial activities are instituted when required. In conjunction with the members of the PEPFAR Strategic Information team, the incumbent develops HCT program evaluation strategies, methodologies and helps to select indicators for monitoring HCT in accordance with standard guidelines and protocols. He/she ensures that appropriate data management systems to monitor health objectives and indicators for counselling and testing programs are in place and takes responsibility for the management of these systems within the Prevention Branch.
- Provides advice and recommendations to USAID's HPN Office Director in interpreting data related to HCT program objectives and indicators. He/she also conducts periodic site visits to monitor and assess the quality of HCT services carried out by implementing partners supported by USAID.
- Provides technical assistance to the national HIV/AIDS mitigation program and generally monitors HCT quality assurance activities. In doing so, he/she assesses progress related to impact and sustainability of HCT interventions within the national context.
- Collaborates in the development of standard national HCT training protocols and national HCT guidelines in accordance with appropriate international standards and

adapted to local realities. He/she serves as a technical resource for HCT and, as appropriate, participates in HCT workshops and seminars organized by the Ministry of Health and Child Care (MOHCC) or other HCT stakeholders.

- Helps to build the HTC capacity of counterpart organizations and works with implementing partners in the design and implementation of strong supervision systems for HCT sites that help strengthen HTC quality assurance. He/she conducts periodic site visits to: (1) assess HTC program efficiency, effectiveness, and compliance; (2) review and encourage capacity building of sustainable HTC services; (3) monitor HTC implementation progress of partners; (4) identify any unaddressed HTC needs; and, (5) conduct PEPFAR Site Improvement through Monitoring System (SIMS) assessments (applying applicable SIMS tools).

### **Administrative Management (20%)**

The incumbent:

- Provides technical advice to program collaborators and contractors on management and implementation of contracts and cooperative agreements involving HTC to ensure consistency with PEPFAR policies and guidance. He/she participates with partners in the development of work plans for the implementation of HTC activities (following contract and/or cooperative agreement awards).
- Maintains up-to-date statistics and project data for projects assigned to him/her and prepares performance reporting for those projects for use within the USG. He/she reviews implementing partners' quarterly plan and assists in preparation of monthly and quarterly activity plans for effective program implementation.
- Maintains files and records in the HCT data collection and reporting processes specific to the activities and programs for which he/she is responsible. He/she is responsible for providing oversight and monitoring the budgets allocated to HCT within assigned USAID awards (as a Contract Officer's Representative or Agreement Officer's Representative). This includes reviewing budget requests for appropriateness, monitoring use of funds or adherence to proposed activities, quarterly pipelines reviews and budget status reports, following up on irregular findings, and providing advice for realignments and/or redirection of budgets.
- May represents USAID at national/regional technical working groups (TWGs) and other HCT program specific taskforces.

### **QUALIFICATIONS:**

- A. Education:** Masters Degree (MPH, MSHP or MSW) in public health, medicine, nursing, behavioral or social sciences is required.
- B. Prior Work Experience:** Five years of mid-to senior level public health experience in developing, implementing and evaluating HIV and AIDS Prevention or other public health programs, including HIV testing and counselling and the implementation of community health activities is required.
- C. Language Proficiency:** Level IV English (high proficiency in verbal and written expression) is required; good working knowledge of local languages is required.

**D. Knowledge, Skills and Abilities:**

Microsoft Office skills are required. Knowledge of spreadsheet development, graphics applications and quantitative or numerical skills for data analysis are required.

Scoring of the selection criterion detailed above will be done through paper review, an oral interview and/or written exercise.

**TO APPLY:**

Interested applicants must address all the above qualifications in their application. An application should be addressed to the Human Resources Office and include:

1. An application letter, detailing how the applicant meets the above qualifications. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted. Your letter must address each of the qualifications listed above.
2. A current resume relevant to the position (no more than 2 pages)
3. Any other documentation that addresses the qualification requirements of the position listed above.

**SELECTION PROCESS:**

After an initial application screening, the best qualified applicants may be invited to a testing process, which may include an oral interview and a written exercise. The written exercise may consist of a timed session, where the candidate will work on the computer and answer a specific question, using either word or excel or both.

The final phase of the selection process is the probationary period of one year. Medical and security clearances are also required before employment can begin.

Please note: only short listed candidates will be contacted with the results of the final selection. If you do not hear back from us by March 9, 2015, you were not shortlisted. Due to the great number of applications received, we are not able to contact each applicant.

**PLEASE FOLLOW THESE INSTRUCTIONS FOR SUBMISSION:**

Both email and hand delivered applications are accepted. Please submit email applications via email to: [zimrecruit@usaid.gov](mailto:zimrecruit@usaid.gov).

Please note: Applications should not be more than 1mb in size if emailed.

Applications can also be hand delivered or by courier to:

USAID/Zimbabwe  
EXO/HR  
No 1. Pascoe Avenue

Belgravia  
Harare

OR

Sent via the postal service to:  
USAID/Zimbabwe  
EXO/HR  
P.O. Box 6988  
Harare

Please indicate Reference: **15-04 Public Health Specialist – HIV/AIDS Counselling and Testing** in the subject line of the application email and in the subject line of your application letter.

Applicants who fail to follow all the application requirements stated above will not be short listed.

Applications should be received no later than **1700 hours (local time), January 16, 2015.**

For any queries, contact the HR Office on 252420 Ext. 235 or 256.

Issued by:  
Executive Office



Robert Appiah  
Supervisory Executive Officer