



VACANCIES NOTICE

07/12/2017

Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

Provincial Manager - National AIDS Council - Masvingo Province

Reports to: **Operations Director**

KEY FUNCTIONS

- Promote, facilitate and coordinate the development, implementation and monitoring of a comprehensive Provincial multi-sectoral response to HIV and AIDS in line with the ZNASP
- Advise the Provincial/District AIDS Action Committees and other key stakeholders in order to enhance effective contribution to the national response
- Promote networking and collaboration among various stakeholders involved in the Provincial multi-sectoral response to HIV and AIDS.
- Lead the research process and facilitate documentation and dissemination of information on best practices in the HIV field
- Manage the planning, implementation, monitoring and reporting processes of HIV and related programmes in the Province
- Lead and support the advocacy function in the province.
- Manage and oversee the Human Resources, Financial and other related support functions in the Province.

COMPETENCIES

- Excellent interpersonal and communication skills.
- Ability to lead and motivate a team towards achieving results.
- Strong decision making and problems solving skills.
- Stewardship in the handling and managing of resources.
- Customer focused.
- Strong IT skills.

QUALIFICATIONS AND EXPERIENCE

- Social/ Health Sciences degree or equivalent. A Master's Degree will be an added advantage.
- At least 7 years' experience in HIV and AIDS, social or community development work with at least 3 years supervisory experience.
- Be in possession of a clean class 4 drivers' licence.

Applicants should submit certified copies of birth certificate, ID, educational qualifications, driver's license and a recent copy of their CV stating the current salary.

Applicants that do not comply with the above will not be considered and only shortlisted candidates will be contacted.

Applications should be submitted by 15 December 2017 and addressed to:
The Human Resources Director, National AIDS Council, P O Box MP1311, Mt Pleasant, Harare.

Or submit applications by hand to:

The Human Resources Director, National AIDS Council, 100 Central Avenue, Harare.



VACANCIES NOTICE

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Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

Legal Officer - Global Fund Project- National AIDS Council

Station: Head Office

Reports to: Operations Director.

KEY FUNCTIONS

- Provide legal services to Key Populations (KP) against all forms of discrimination.
- Provide technical guidance on legal issues affecting KPs and KP programming.
- Support the legal and environmental assessment process and advocate for relevant law reform based on the assessment.
- Facilitate upholding of human rights for KP groups and advocating for an creation of enabling environment for KP programming.
- Provide legal advice and handling other relevant legal matters/assignments for the Council.

QUALIFICATIONS AND EXPERIENCE.

- BL/LLB (Hons) Degree
- Post graduate qualification in a related field is an added advantage.
- At least Five (5) years post qualification experience.
- Experience in handling Human rights issues.
- Experience in dealing with Public, Private and Civil society entities.
- Skills in drafting Legal documents.
- Skills in Advocacy, Lobbying and Communications
- Excellent computer skills.
- Ability to communicate complex ideas and concepts in a simple manner.
- Be in possession of a clean class 4 drivers' licence.

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VACANCIES NOTICE

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Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

ACCOUNTS OFFICER - National AIDS Council

Station: NAC Head Office, Harare.

Reports to: Finance Director

KEY FUNCTIONS

- Process payments of goods and services
- Prepare creditors reconciliation statements
- Process acquittals of disbursed funds
- Prepare monthly bank reconciliations
- Assist the Accountant in the preparation of year-end audit schedules
- Maintain the cash book
- Check financial submissions/reports from provincial offices
- Offer technical support to Provincial Accounts and Administration Officers.
- Performs any other duties as may be assigned by the Accountant.

QUALIFICATIONS AND EXPERIENCE

- Degree in Accounting or full diploma in professional accounting (CIS, ACCA, CIMA).
- At least 3 years relevant experience
- Sound knowledge of Pastel Evolution is an added advantage.
- Be in possession of a clean class 4 drivers' licence.

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Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

Community TB Care Officer - Global Fund Project- National AIDS Council

Station: Head Office

Reports to: Operations Director

KEY FUNCTIONS

- Develop and implement a Community HIV/TB care Strategy
- mobilize and sensitize communities on TB detection, treatment adherence and access to quality patient centred services
- Develop effective initiatives to capacity build people affected by TB with the aim to achieve zero stigma for both TB and HIV.
- train large gatherings of people on TB Infection Control interventions
- Demonstrate experience in working with Civil Society Organizations a must.
- prepare budget forecasts, raise budget requests and be accountable for the fund disbursements
- produce training guidelines for community TB care
- participate in the monitoring and evaluation of community TB care program activities
- Compile monthly, quarterly and annual programme reports.
- participate in resource mobilization and fundraising initiatives
- Document community TB good practices and stories of change

QUALIFICATIONS AND EXPERIENCE

- Degree in Nursing, Public Health, Community Development
- Post qualification in Project Management is an added advantage.
- Three (3) years or more proven experience in implementing TB/HIV and community development work.
- Demonstrable commitment to working with People Living with HIV.
- Experience in project planning and management, monitoring and evaluating, HIV and Community development work.
- Excellent computer skills.
- Be in possession of a clean class 4 drivers' licence.

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VACANCIES NOTICE

07/12/2017

Applications are invited from suitably qualified and experienced female candidates to fill in the following positions within the National AIDS Council.

***Sista 2 Sista Youth Officers x30 - Global Fund Project- National AIDS Council
Stations: (One Cadre per station).***

Kariba, Mhondoro, Buhera, Chimanimani, Matobo, Mutasa, Insiza, Umzingwane, Nkayi, Chivi, Masvingo, Murehwa, Hwange, Lupane, Umguzo, Zvimba, Nyanga, Gwanda, Zvishavane, Kwekwe, Gutu, Matobo, Seke, Mazowe, Mberengwa, Bikita, Gokwe South, Mutoko, Chirumanzu, Goromonzi.

Reports to: District AIDS Coordinator

KEY FUNCTIONS

- Community mobilization and sensitization, identifying community volunteers and stakeholders involved in the sister to sister programme.
- Training and capacity building; designing and organizing training programmes for sister mentors and club members
- Monitoring and Evaluation; conduct support and supervision visits to mentors to monitor progress and effectiveness of programmes
- Research and Documentation; compile weekly, monthly, quarterly and annual reports, documenting and recording and filling of all programmes information
- Coordinates logistical arrangements for programme activities

QUALIFICATIONS AND EXPERIENCE

- A Diploma in Health or Social Sciences or Development studies.
- Should be 22 to 30 years of age.
- At least 6 months of field experience in a related field.
- Leadership, excellent interpersonal and communication skills
- Fluency in English and relevant local language
- Excellent computer skills.

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VACANCIES NOTICE

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Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

TB Finance Assistant - Global Fund Project- National AIDS Council

Station: Head Office

Reports to: Finance Officer

KEY FUNCTIONS

- Provide necessary assistance to the Unit in all financial aspects of the TB, HIV and AIDS programme.
- Assist the TB Unit to maintain financial and programme records for the PR as per the TB Grant and NAC financial, accounting and programme rules, regulations and policies and ensure compliance.
- Assist the Unit in managing accounts and financial transactions of the TB Grant.
- Assist the Unit in controlling all expenditures against the approved administrative budget allotment, and in undertaking monthly reviews to ensure acquittals and budgetary compliance.
- Assist in the preparation of quarterly and annual programme and financial reports and other reports in fulfillment of the TB Grant requirements.
- Assist the Unit in preparing detailed cost estimates, in budget analysis and projections as required.
- Assist the Unit in overseeing the financial management system and ensuring maintenance of financial controls.
- Maintain an updated inventory of all project assets.
- Perform other official duties as assigned by the Finance Officer.

Qualifications and Experience

- Degree in Accounting or full diploma in professional accounting (CIS, ACCA, CIMA).
- At least 3 years relevant experience.
- Knowledge of Pastel Evolution is an added advantage.
- Strong IT Skills.
- Be in possession of a clean driver's license.

Applicants should submit certified copies of birth certificate, ID, educational qualifications, driver's license and a recent copy of their CV stating the current salary.

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Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

Driver - Global Fund Project- National AIDS Council

Station: Head Office

Reports to: Administration Officer

KEY FUNCTIONS

- Drive NAC vehicles on official duties.
- Clean vehicles daily and check functionality of accessories.
- Conduct daily vehicle checks and report all defects.
- Monitor and report vehicles service mileage when due.
- Compile and submit vehicle log books for all errands carried out.
- Update and maintains vehicle daily usage files.
- Initiate fuel requests for all pool vehicles.
- Deliver mail and undertake other messenger duties as assigned.

QUALIFICATIONS AND EXPERIENCE.

- 5 'O' Levels including English Language.
- Clean Class 4 Drivers' licence, a class 2 driver's licence will be an added advantage.
- Valid Defensive Driver's Certificate.
- At least three (3) years driving experience obtained from a formal work environment.
- Strong IT skills.

Applicants should submit certified copies of birth certificate, ID, educational qualifications, driver's license and a recent copy of their CV stating the current salary.

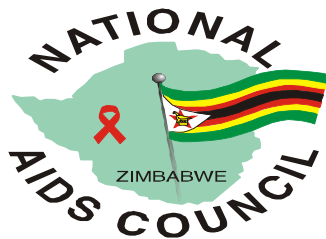
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Applications are invited from suitably qualified and experienced candidates to fill in the following position within the National AIDS Council.

Key Populations Coordinator - National AIDS Council - Head Office

Reports to: Operations Director

KEY FUNCTIONS

- Coordinate the development and implementation of national HIV, Gender and SRHR policies, strategies/guidelines and interventions for ongoing national Key Affected Populations programme jointly identified by Government (NAC) and key stakeholders.
- Provides technical support in mainstreaming responses for key affected populations in all national HIV and AIDS policies and operational plans.
- Builds capacity of Organizations and communities on key affected populations interventions.
- Supports relevant research on HIV, Gender and SRHR for Key Affected Populations.
- Supports and coordinates designing and production of Information, Education and Communication (IEC) materials related to Key Affected Populations.
- Facilitates documentation of lessons learnt and best practices.
- Participates in Monitoring and Evaluation of key affected populations interventions and mainstreaming activities.
- Maintains a comprehensive database of key affected populations partners and initiatives.
- Convenes quarterly Key Affected population's forum and relevant stakeholder meetings.
- Formulates and manages NAC key affected populations budget.
- Produces quarterly and annual work plans, and periodic reports.

QUALIFICATIONS AND EXPERIENCE

- University Degree in a relevant Social / Health Science/ Development degree or equivalent.
- A Master's Degree would be a an added advantage
- At least five (5) years' experience in programme management or HIV and AIDS programming of which 2 years should be experience from working with KPs.
- Excellent computer skills and working knowledge of statistical packages for data analysis (SPSS, Epi -Info, SAS, etc.).
- Excellent communication and interpersonal skills.
- Be in possession of a clean class 4 drivers' licence.

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Finance Officer - National AIDS Council

Station: NAC Head Office, Harare.

Reports to: Global Fund Coordinator

KEY FUNCTIONS

- Integrate GF financial procedure into NAC financial systems.
- Advise sub recipients Finance Officers on financial management.
- Produce financial statements for NAC.
- Undertake project visits to ensure compliance with GF financial procedures.
- Consolidate monthly, quarterly and annual project expenditure reports.
- Analyse and monitor overall project financial situation.
- Synthesise and generate financial information on overall programme resources.
- Performs any other duties as may be assigned by the Global Fund Coordinator.

QUALIFICATIONS AND EXPERIENCE

- Degree in Accounting or full diploma in professional accounting (CIS, ACCA, CIMA).
- At least five (5) years relevant experience.
- Sound knowledge of Pastel Evolution is an added advantage.
- Be in possession of a clean class 4 drivers' licence.

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