



VACANCY NOTICE

17 February 2019

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

Chief Executive Officer - National AIDS Council

Station: Head Office

Reports to: Board Chairperson

Purpose of the Job

The position exists to provide overall leadership and accountability of the National AIDS Council in the delivery of its broad mandate in line with sound governance principles as per requirements of the Shareholder.

Principal Accountabilities / Key Responsibilities

- Work with the Board and parent Ministry to determine values, mission and plan for long term goals.
- Support the Board in its governance and oversight role.
- To lead, manage and coordinate the national response to HIV and AIDS in Zimbabwe
- Develop high quality strategies and plans ensuring their alignment with overall objectives
- Make evidence informed decisions to advance the coordination and management of the national HIV and AIDS response initiatives
- Coordinate and liaise with relevant programmes in the Ministry of Health and Child Care
- Oversee all operations and activities to ensure they produce the desired results and are consistent with the overall strategy and mission
- Lead and motivate subordinates to advance employee engagement and developing a high performing managerial team
- Review key reports, financial and non-financial to ensure they are produced in line with organisational requirements and expectations
- Enforce adherence to legal guidelines and in-house policies to maintain the Council's legality and business ethics
- Build effective relations with Government Ministries, partners and stakeholders and act as a point of contact

- Analyse potential risks and provide mitigatory strategies.

Competencies and Attributes

- Strategic and analytical thinker
- Sound knowledge and understanding of Health, HIV and AIDS and general Social Development
- Strong understanding of corporate governance and general management best practices
- Familiarity and understanding of diverse organisational functions and operations
- Excellent interpersonal, negotiation and communication skills
- Self-motivated
- Be of sound integrity and a role model
- Ability to build and motivate teams
- Ability to inspire confidence and trust
- Outstanding organisational and leadership skills

Education

- At least a Master's Degree in Public Health, Health Sciences or Social Sciences or Business Administration

Experience

- 10 years in a Senior Management position
- Experience in the Field of Health, HIV and AIDS or Social Development is a must
- Experience in resource mobilization and partnership management

All Applicants must complete the NAC Vacancy Application Form which can be found on the NAC website (www.nac.org.zw) and comply with all other instructions stated therein.

Applications must be submitted by email to; recruitment@nac.org.zw

Closing date for receipt of Applications: 11/03/2018.