



INTERNAL VACANCIES

We are cordially inviting staff who are motivated, willing and hold the right aptitude to express interest in being considered for positions in the revised PSI/Zimbabwe organogram. All interested staff are encouraged to submit a motivational letter of not more than 250 words with their updated CVs to administrator@psi.org.zw, by **August 11, 2020**.

1. Regional Program Manager (VAC01) (2 posts)

Grade 5

Based in **Harare (1), Bulawayo (1)**

Reports to the **Programs Director**

Purpose of Job

Providing technical leadership, quality assurance, management, and supervision of all integrated SRH/HIV services in line with MOHCC, donor, and organizational strategic plans within the region.

Your Contribution

- Supports the Program Director to come up with target driven annual plans for provinces and districts and Sub Awards across all the health areas
- Provides technical leadership and oversight to ensure the region operates on the latest and up to date information on all the health areas being implemented
- Aligns staff and resources as needed to achieve the program goals and obligations in the most efficient and effective way identifying and attending to any gaps in the structure and alignment of the department
- Supervises, monitors and provides on-going feedback on the performance of the regional team members
- Works with the Evidence and Sub Award teams to ensure accurate and efficient program data collection, data quality and management
- Leads routine data analyses by Regional teams and Sub Awards and enforces the ongoing use of data for program implementation decisions
- Documents program implementation success stories and share best practices and influence implementation across districts, provinces, regions and Sub Awards
- Manages external relationships by maintaining regular and strong government, stakeholder and partner relations to ensure PSI continues to be viewed positively as a team player
- Spearheads cost efficient implementation approaches that help to reduce the overall unit cost of performing all services
- Reviews financial requests and charges, e.g. Lawson procurement requests, per diem forms, fuel requests and reconciliations, against the budget and program objectives and requirements and effect approvals in line with set thresholds
- Works closely with the MOHCC, PSI Technical teams and Sub Awards to roll out updated and revised existing Standard Operating Procedures and job aids regularly and as required
- Works with Supply Chain team in crafting and execution of the regional procurement plans to ensure that all goods and services are ordered, procured and distributed in a timely manner to avoid disruption of planned activities.

Requirements

- Relevant University Degree in Medicine or other related Health Sciences
- Master's degree in public health or related fields strongly desired
- Valid registration with the Medical and Dental Practitioners Council of Zimbabwe or relevant regulatory authority

- At least 5 years' experience in program management of large HIV prevention, treatment and care or other health related program
- Demonstrated ability to work effectively in partnership with a variety of audiences and organizations.
- Experience in working with MOHCC and related structures
- Experience managing large budgets and grants

2. Provincial Field Manager (VAC02) (3 posts)

Grade 7

Based in (Harare (1), Manicaland (1), Matabeleland (1))

Reports to the **Regional Program Manager**

Purpose of Job

Reporting to the Regional Program Manager, the candidate will be responsible for planning, organising, coordinating and directing all provincial integrated HIV/SRHR services Operations in line with PSI, MoHCC guidelines, Donor and Organisational strategic plan.

Your Contribution

- Supports the Regional Program Manager to come up with target driven annual plans districts across all the health areas
- Provides technical leadership and oversight to ensure the districts operate on the latest and up to date information on all the health areas being implemented
- Aligns staff and resources as needed to achieve the program goals and obligations in the most efficient and effective way identifying and attending to any gaps in the structure and alignment of the department
- Supervises, monitors and provides on-going feedback on the performance of the district team members
- Maintains and enforce proper use of data collection tools (client intake form, referral and linkage registers, HTS register)
- Works with the Evidence and Sub Award teams to ensure accurate and efficient program data collection, data quality and management in supported districts
- Leads routine (daily, weekly, monthly) data analyses with district teams and Sub Awards and enforces the ongoing use of data for program implementation decisions
- Documents program implementation success stories and share best practices and influence implementation across districts, provinces, regions and Sub Awards
- Manages external relationships by maintaining regular and strong government, stakeholder and partner relations to ensure PSI continues to be viewed positively as a team player
- Spearheads cost efficient implementation approaches that help to reduce the overall unit cost of performing all services in the supported districts
- Determines optimal allocation of financial resources to best achieve program goals
- Reviews financial requests and charges, e.g. per diem forms, fuel requests and reconciliations, against the budget and program objectives and requirements and effect approvals in line with set thresholds
- Works closely with the MOHCC, PSI Technical teams and Sub Awards to roll out updated and revised existing Standard Operating Procedures and job aids regularly and as required
- Works with Regional team in crafting and execution of the provincial procurement plans to ensure that all goods and services are ordered, procured and distributed in a timely manner to avoid disruption of planned activities

Requirements

- Bachelor's Degree in Clinical or Social Sciences or Public Health a prerequisite
- At least three years' program management experience at middle level management a must
- Experience in working with MOHCC and related structures

3. Site Manager (VAC03) (1 post)

Grade 7

Based at **Bambanani**,

Reports to the **Regional Program Managers**

Purpose of Job

Reporting to the Regional Program Manager, the Site Manager is responsible for the delivery of evidence based, quality assured and integrated HIV/ASRRH services in PSI Directly managed sites.

Your Contribution

- Ensures that staff properly and adequately manned in terms of numbers, skill and efficient duty allocation.
- Recruits site staff, induction and orientation programs together with HR department.
- Oversees staff welfare of all New Start Centre staff in adherence with PSI/Z procedure manuals.
- Attends sessions (sit ins) with individual service providers to ensure quality and consistency of HIV/ASRRH procedures.
- Facilitates the integration of VMMC, HTS, PrEP, HIV and TB Treatment and Care, and ASRRH services
- Plans outreach programs and mobilization strategies for outreach.
- Ensures that all data captured is of good quality, and is reported in PSI systems
- Reviews data on a daily, weekly, and monthly basis, and facilitates course correction measures, with support of technical teams
- Prepares overall reports on site activities for PSI/Z Head Office, National Aids Council, Ministry of Health and other stakeholders.
- Ensures that referrals are tracked for investigations and checks on service providers.
- Monitors levels of medical, FP commodities and office supplies and organizes for quarterly replenishments to avoid stock outs.
- Supervises physical verification of medical, FP commodities and office supplies and audits
- Ensures internal quality control in the laboratory and supervises regular external quality control with ZINQAP.
- Projects and compiles budgets for the all site expenses and/ or overheads and reconciles with the Head Office accounts department.
- Keeps safe custody of petty cash and manages petty cash requisitions by approving all purchases within the organization's stipulated amount.
- Ensures that there is adequate safety and security for the premises, assets, staff and clients in the site
- Represents PSI in different forums and provides linkages with other stakeholders
- Appraises staff performance and follow through agreed way forward.

Requirements

- Basic Degree in Nursing, with valid registration with Nurses Council of Zimbabwe
- Post graduate training in Management/Public Health is a distinct advantage
- Experience in working with MOHCC and related structures

4. VMMC IPC Coordinator (VAC04) (2 posts)

Grade 8

Based at: **Harare (2)**

Reports to **VMMC Provincial Manager**

Purpose of Job

The position will be responsible for the management and coordination of VMMC Community based demand creation activities to reach men 15- 29 years old in a complex urban setting.

Your Contribution

- Coordinates the development of the City's Community based quarterly, monthly and weekly VMMC Community demand creation workplans
- Works with the VMMC service delivery teams, local council facilities to ensure that clients mobilized in the community are linked to VMMC Service delivery

- Ensures that all clients mobilized in the IPC have adequate, traceable consenting
- Responsible for mentoring and supervision of VMMC Field Officers on IPC and Mid Media activities
- Working with VMMC Field Officers, leads the implementation of the community demand creation activities: mid media, and door to door
- Ensure the recruitment of adequate IPC footprint, and mentoring and supervision of IPC agents
- Ensures that all IPC agents capture and report, daily, and monthly, all IPC activities in DHIS2, and facilitate course correction measures
- Ensures that all mid media activities are captured in DHIS2, daily, weekly, and monthly, and facilitate course correction measures
- Identifies staff and IPC training needs and facilitate the capacity building on the job
- Facilitates the timely verification of facility and IPC agents` DHIS data, and processing of invoices and payments

Requirements

- Bachelor's Degree in Public Health or Social Sciences prerequisite.
- Very strong demonstrated experience in VMMC School and Community based demand creation and use of data for decision making.
- Experience in working with MOHCC and related structures.
A valid driver's license and at least 2 years driving experience

5. VMMC School Health Coordinator (VAC05) (2 posts)

Grade 8

Based at: **Harare (2)**

Reports to **VMMC Provincial Manager**

Purpose of Job

The position will be responsible for the management and coordination of VMMC Community based demand creation activities to reach men and boys 15 years and older, in a complex urban setting.

Your Contribution

- Coordinates the development of the City Quarterly, monthly and weekly VMMC school-based demand creation workplans
- Works with the VMMC service delivery teams, local council facilities to ensure that clients mobilized in the schools are linked to VMMC Service delivery
- Ensures that all clients mobilized in the school arm have adequate, traceable consenting
- Responsible for mentoring and supervision of VMMC School Health Facilitators` (SHFs) school-based demand creation activities
- Working with VMMC School Health Facilitators (SHFs), leads the implementation of the school and community-based demand creation activities: mid media, and door to door
- Ensures that all SHFs capture and report, daily, and monthly, all SHFs` activities in DHIS2, and facilitate course correction measures
- Ensures that all school based mid media activities are captured in DHIS2, daily, weekly, and monthly, and facilitate course correction measures
- Identifies staff and SHF training needs and facilitate the capacity building on the job
- Facilitates the training of school health coordinators
- Ensures adequate distribution of VMMC IEC material and related commodities
- Facilitates the timely verification of facility and SHFs` DHIS data, and processing of invoices and payments
- Works with MOHCC/City health and education authorities to facilitate entry into schools and communities
- Engages education authorities and community stakeholders in VMMC
- Documents and shares success stories in VMMC school-based demand creation
- Participates/Facilitates operations research in VMMC school-based demand creation

Qualifications and Experience:

- Bachelor's Degree in Public Health or Social Sciences prerequisite
- Very strong demonstrated experience in VMMC School and Community based demand creation and use of data for decision making
- Experience in working with MOHCC and Education and related structures
- A valid driver's license and at least 2 years driving experience.

6. District Field Officer (VAC06) (7 posts)

Grade 9

Based at **Gweru (1), Mazowe (1), Makonde (1), Chipinge (1), Makoni (1), Mt Darwin (1), Mutare (1)**

Reports to the **Provincial Field Manager**

Purpose of Job

Plan, organise, coordinate and direct all District HIV/SRH Operations and demand creation in line with MoHCC guidelines, Donor and Organisational strategic plan, with at least 80% level of effort in the implementation of HIV//SRH demand creation for men and boys and adolescent girls and young women.

Your Contribution

- Planning integrated HIV/SRHR services, linkages to VMMC and HIV Biomedical prevention services
- Demand creation processes and standards.
- Staff management of driver mobilizers, and community mobilizers (VMMC IPC Agents and DREAMS Ambassadors)
- Quality assurance and training in demand creation
- Supply chain management of VMMC Medical and non-medical commodities
- Recording and reporting of quality HIV biomedical prevention services into PSI and MOHCC database
- Stakeholders management & engagement
- Financial requests and reconciliation of funds

Requirements

- Degree in Health or Social Sciences
- At least 2 years Proven experience in the VMMC and HIV biomedical prevention and understanding of the Zimbabwe public health system
- A valid driver's license and at least 2 years driving experience.

7. VMMC Officer (VAC07) (17 posts)

Grade 10

Based at **Kwekwe (1), Masvingo (1), Gutu (1), Mwenezi (1), Chivi (1), Murehwa (1), Harare (8), Chiredzi (1), Bulawayo (2)**

Reports to the **Provincial Field Manager**

Purpose of Job

Plan, organise, coordinate and direct all District VMMC Operations and demand creation in line with MoHCC guidelines, Donor and Organisational strategic plan, with at least 80% level of effort in the implementation of VMMC demand creation.

Your Contribution

- Integrated Planning of VMMC and HIV biomedical prevention services
- Demand Creation Processes and Standards
- Quality Assurance and Training of VMMC IPC Agents
- Supply chain management of VMMC Medical and non-medical commodities
- Recording and reporting of quality HIV biomedical prevention services into PSI and MOHCC database
- Stakeholders management & engagement
- Financial requests and reconciliation of funds

Requirements

- Degree in Health or Social Sciences
- At least 1-year Proven experience in the VMMC program demand creation and understanding of the Zimbabwe public health system and working with international nongovernmental organizations.
- A valid driver's license and at least 2 years driving experience.

8. Regional Administrative Assistant (VAC08) (2 posts)

Grade 11

Based at Harare (1), Bulawayo (1)

Reports to the Director or Regional Program Manager

Purpose of Job

To provide attentive and responsive administrative and logistical support to ensure effective and efficient operations in the Region.

Your Contribution

- Secretarial Support
- Meetings and workshops coordination
- Supplies management
- Facilitating payments
- Records Management

Requirements

- Diploma in Secretarial studies.
- Program assistance and coordination experience.
- 3 years working experience.
- A valid driver's license and at least 2 years driving experience.

9. VMMC Sustainability Assistants (VAC 09) (4 posts)

Grade TBC

Based at Beitbridge (1), Gwanda (1), Nkayi (1), Tsholotsho (1)

Reports to the Provincial Field Manager

Purpose of Job

To offer technical support to the MOHCC VMMC District focal person to effectively and efficiently execute work plan meant to implement the 4 phased implementation approach to sustainability

Your Contribution

- Support the MOHCC VMMC Focal person to implement the district VMMC sustainability transition plan
- Meetings and workshops coordination
- Training and mentorship of community and school-based demand creation cadres
- Support the recording and reporting of VMMC
- Facilitate the documentation of VMMC sustainability transition processes
- Facilitate Quality assurance and continuous improvement activities
- Financial requests and reconciliation of funds
- Driving and vehicle maintenance

Requirements

- Degree in Health or Social Sciences
- At least 1-year Proven experience in the VMMC program demand creation and understanding of the Zimbabwe public health system and working with international nongovernmental organizations.
- A valid driver's license and at least 2 years driving experience

10. VMMC Nurse Clinicians (VAC011) (21 posts)

Grade 9

Based at Harare (8) Mazowe (2) Gweru (2) Makonde (1), Masvingo (2), Mutare (2), Gutu (1), Chivi (1), Makoni (1), Mt Darwin (1)

Reports to the **Site Manager**

Purpose of Job

To perform safe male circumcision (both surgical and device) by utilising fine surgical skills, giving adequate counselling, coordinating activities with other team players and stakeholders.

Your Contribution

- Theatre operations
- Client medical screening
- HIV counselling and testing
- Safety Coordination
- Adverse Events Management
- Counselling services
- Mobilizing and outreach activities
- Recording and reporting of activities on paper and DHIS2 based platforms

Requirements

- Diploma in Nursing
- Trained Midwife or Theatre Nurse with at least three years' experience
- Certified and experienced in HIV rapid testing and VMMC

11. IHC Nurse (VAC12) (1 post)

Grade 9

Based at: **Bambanani, Bulawayo**

Reports to the **Site Manager**

Purpose of Job

To provide comprehensive and quality integrated HIV health services to clients with the aim of ensuring that all eligible clients are linked and retained in HIV care and treatment in order to promote healthy lives through continuum of care.

Your Contribution

- HIV Case finding and linkage to care
- Linking all HIV negative clients to biomedical HIV prevention services
- Documentation and reporting
- Retention in HIV care and viral load monitoring
- Coordination of community and facility footprint

Requirements

- Nursing Diploma
- Rapid HIV Testing training
- ART and PrEP training
- VMMC training is an added advantage
- Clean class 3 or 4 driver's license a must
- Motor bike Riders certificate
- 3 years working experience.
- Registered by the Nurses Council of Zimbabwe

12. Site Receptionist/Driver (VAC13) (13 posts)

Grade 14

Based at Chitungwiza (2), NAH (4), Masvingo (2), Gweru (2),
Bambanani (3),
Reports to the Site Manager

Purpose of Job

To Provide Administration services at the site for all programmes and screening of clients who come for different types of services offered by the organisation and drive project vehicles to and from outreach activities and mobilisation.

Your Contribution

- Manning the reception area.
- Record management
- Statistics compilation.
- Supplies administration.
- Timesheet administration.
- Petty cash management.
- Driving and vehicle maintenance.

Requirements

- Minimum 5 Ordinary levels including English and Mathematics.
- Clean Drivers License (Minimum classes 4 and 5) an advantage.
- Receptionist/Secretarial diploma
- 2 years working experience

13. VMMC Driver Mobiliser (VAC14) (32 posts)

Grade 14

Based at: Kwekwe (1), Gweru (2), Masvingo (2), Chivi (1), Chiredzi (1), Gutu (2),
Mwenezi (1), Harare (5), Chipinge (2), Makoni (2), Mutare (3), Makonde (2), Bulawayo (1),
Insiza (1), Mazowe (3), Mt Darwin (2), Murehwa (1)
Reports to the Provincial Field Manager

Purpose of Job

To generate demand for VMMC/SRHR services for men and boys and transport service delivery teams and clients

Your Contribution

- Transportation of VMMC service delivery teams
- Transportation of VMMC clients who have adequate consenting
- Demand creation for HIV/SRHR services
- Data verification
- Being the eye of PSI on the ground, identify and report any anomalies in reported MCs through the PSI systems
- Vehicle maintenance.

Requirements

- Minimum of 3 Ordinary levels and any relevant certificate.
- Class 4 Driver's Licence.
- At least 4 years of driving experience.
- Defensive Driver's Licence.

14. Theatre Assistant (VAC15) (3 posts)

Grade 15

Based at Harare (3),
Reports to the Site Manager

Purpose of Job

Job exists to ensure cleanliness of the site is maintained every time and to assist in performance of quality male

circumcision procedures in the theatre.

Your Contribution

- General Maintenance and housekeeping
- Providing assistance in the Theatre
- Documentation and data capturing.
- Demand creation
- Security checks

Requirements

- Minimum 5 Ordinary levels
- Certificate in Nurse Aid (Red Cross)
- 1 year working experience

In return, PSI/Z offers competitive remuneration, commensurate with qualifications and experience. PSI is an equal opportunity employer and encourages applications from qualified individuals regardless of gender identity or expression, race, religion, national origin or disability.

Please submit your motivational letters (maximum 250 words), together with your updated CV not later than **August 11, 2020** to: - administrator@psi.org.zw.

Please state the job code from the job advert (e.g. VAC01) on your motivational form. If you are applying for maximum 3 jobs, please code accordingly (e.g. VAC01, VAC02, VAC03, etc.)