



## Kingdom of Lesotho

### MINISTRY OF HEALTH VACANCY

<b>Position</b>	:	<b>Programme Officer DCD</b>
<b>Reports to</b>	:	<b>Director DCD / GFCU Programme Manager</b>
<b>Section</b>	:	<b>Disease Control Directorate (DCD), Ministry of Health</b>
<b>Location</b>	:	<b>Ministry of Health headquarters in Maseru</b>
<b>Duration</b>	:	<b>Two years performance based contract</b>
<b>Remuneration;</b>		<b>Competitive with market standards</b>

#### **Background:**

The Government of Lesotho has secured funds from Global Fund to fight HIV and AIDS as well as TB and Malaria. The overall coordination of the funds is the responsibility of the Ministry of Finance, the Principal Recipient of these funds through the established Program Implementation Unit, the Global Fund Coordinating Unit (GFCU).

The MOH has been selected as the major Sub Recipient to most of the signed grants between the MOF and the GF. To enable the GFCU to discharge its mandate of coordinating MOH GF supported activities effectively, a HIV focal person is required, and this person will be based at the MOH, and supervised within the Disease Control Directorate (DCD) to ensure the efficient implementation and follow up for all relevant programmes within the MOH. The Programme Officer shall during the entire period of engagement dedicate and fully give 100% of her/his time to all activities that are being supported through the Global Fund grants within the entire Ministry of Health.

**Reporting:** Director/ Head Disease Control (MOH) / Programme Manager (GFCU).

**Responsible for:** Supporting the MOH to coordinate HIV GF supported Activities under the guidance of the Director Disease Control, as well as working with the Programme managers and heads of other departments within MOH implementing GF supported activities.

#### **Primary Responsibilities:**

In accordance with the signed Contract Agreements between the GFCU and

the MOH, under the direct supervision of the Head, Disease Control Directorate/ Programme Manager (GFCU), the incumbent is responsible for, but not necessarily limited to the following:

1. Programme Officer shall monitor MOH GF funded programmatic activities and provide feedback by :
  - Ensuring monthly/quarterly programme reporting by all Implementing personnel.
  - Consolidating programme reports on the status of Programmes Activities.
  - Developing tools and draw schedule for site visits and provide feedback report accordingly.
  - Participate and present progress report during Implementers/stakeholders meetings
  - Participate in the MOH periodic HIV and TB/HIV supervision and Regular Data Quality Assurance Activities (RDQAs) activities relevant to the job descriptions of this position.
2. Support Ministry of Health to establish system for managing Global Fund Coordination Unit partnership with the Ministry. These include being the secretariat for HIV/TB Programme monthly meetings for all GF supported HIV Activities between, MOH, GFCU and MOH Partners.
3. Prepare Reports for HIV and TB/HIV for quarterly review and annual reporting and submit to MOH as well as the GFCU.
4. Liaise with MOH programs, departments and procurement unit to establish their procurement requirements and ensure that those requirements are in line with the Global Fund supported activities in accordance to the signed Contract Agreement work plans/budgets.
5. Liaise with HR and draw up Training plan for the Specific GF activities as per the Contract Agreement on an annual basis and provide feedback on a quarterly basis as part of the feedback on the implementation.
6. Liaise with the Procurement Unit and prepare the Annual Procurement Matrix for HIV Programmes supported Activities under the GF their timely implementation by working closely with respective Programme Managers, and submit monthly report to the MOH and GFCU.
7. Provides timely support to the program managers within MOH including Procurement unit and liaise with Project Accounting Unit (PAU) in the preparation of financial plans, disbursement requests and status of funds reports.

8. Participate in periodic, national HIV and TB/HIV data verification activities (specifically on Asset HR verification at peripheral level to ensure that implementation is being carried out accordingly with all logistic support provided).
9. Carry out other duties and responsibilities as assigned.

## **EDUCATION AND EXPERIENCE**

- a) Master's in Public Health, Master's in Business Administration, or equivalent to other relevant Health related.
- b) Minimum of 10 years of professional experience in working on HIV and TB programmes ;
- c) Experience in managing/ working on Donor Funded projects.
- d) Excellent written and spoken English.
- e) Proficient in basic Microsoft office software: Word, Excel and Power point.
- f) Previous experience working with the MOHSW is advantageous.

## **SKILLS, ABILITIES AND ATTRIBUTES**

- Knowledge of HIV and TB issues
- Knowledge of legislation affecting donor funds
- Be confident and self-motivated professional and a good team player
- Be self organized and able to plan
- Be honest and reliable
- Maintain professionalism at all times
- Ability to work under pressure and to deliver under tight deadlines

## **Submission:**

Applications shall include a covering letter, detailed CV demonstrating the relevance of their qualification, experience to the terms of reference and certified copies of certificates. The CV should include the following details; contacts, email address, names and addresses of three references and submit complete documentation to: **HR & Compensation Manager, Ministry of Health, Second Floor Human Resources Department: Room 206 & 207, Corner Constitution and Linare Road, P.O. Box 514, Maseru 100, Lesotho. Tel: (266) 22314183 or 22226274**

Applications must be received by hand before 6th February 2015, during office hours from 08:00 to 16:00hrs and further information will be available at the Ministry of health.

Applicants not contacted in four weeks from the closing date can assume that their application has not been successful. The Ministry has no obligation to fill the position if no candidate has been identified and the engagement will be from 01 March 2015 to 31 March 2017.