

**ICAP at COLUMBIA UNIVERSITY ZAMBIA  
POSITION DESCRIPTION**

Job Title:	Provincial Lead (01)
Reports To	Senior Advisor care and treatment
Incumbent	Vacant
Location:	Solwezi - North-Western Province
Start date:	1 <sup>st</sup> October 2024

**POSITION SUMMARY**

Working under the guidance and direction of the Senior Advisor, Care and Treatment (SAC&T) the **Provincial Lead** will oversee the performance of the ICAP team supporting all 11 districts in North-Western Province with activities to strengthen HIV/TB prevention, care and treatment. S/he will provide overall technical and operational guidance and oversight to the project teams (both technical and operations) at provincial, district and site level ensuring that project activities are implemented according to the work plan. S/he will be the main focal point person representing ICAP and liaising with the Ministry of Health Provincial Health Office teams/District health office teams, health facility teams, other key implementing partners and local organizations within North-Western Province.

**MAJOR ACCOUNTABILITIES:**

- Liaise with the SAC&T to ensure effective implementation and coordination of the Care and Treatment project activities across the province and monitor progress towards the achievement of project goals and objectives.
- Assume accountability and responsibility for the implementation of the HIV/TB prevention, care and treatment portfolio in the assigned province, focusing on technical assistance to the provincial and district health offices as well as facility-based support.
- Provide onsite mentorship to district and facility ICAP and other partner teams prioritizing facilities with the highest performance gaps across the HIV/TB cascade.
- Provide mentorship to facility level staff to implement the ICAP I-surge strategy and monitor performance progress across the province towards given targets for the COP year.
- Closely collaborate with the Ministry of Health at provincial, district and facility level for effective program implementation within the province.
- Monitor and regularly report to ICAP headquarters-Lusaka on the performance of any sub-awardees for ICAP that may be working within North-Western province
- Coordinate the timely compilation and reporting monthly on the project performance to Lusaka ICAP office as guided by the supervisor.
- Provide oversight in leadership and management of the provincial office to ensure efficiency both technical and administrative performance of the office.
- Represent ICAP in meetings and interactions with the Ministry of Health at provincial, district and facility level as well as with other key stakeholders.
- Oversee capacity building activities to transfer skills, knowledge and technology to MoH staff at PHO/DHO/HF level and other partners as and when indicated.

- Perform other related duties as directed by the supervisors

### **ACADEMIC QUALIFICATIONS**

- Full grade twelve certificate
- Master's Degree in Epidemiology, Public Health, Medicine or related field an added advantage.

### **REQUIRED MINIMUM EXPERIENCE AND SKILLS**

- Should be a Medical Officer
- Demonstrated technical leadership and expertise in HIV/TB prevention, care and treatment, with excellent knowledge and skills of clinical management of recipients of care (RoC).
- Demonstrated knowledge in HIV/TB programming and implementation.
- Minimum seven (7) years of experience in the management of a large-scale health or development project, with proven capacity in managing and supervising a diverse team of technical staff.
- 5-10 years' experience with HIV/TB healthcare delivery in resource limited setting.
- Prior experience in training, mentoring, and supervising of multi-disciplinary teams.
- Experience in establishing working relationships with USG agencies, MOH, other partners
- Proven experience in managing both technical and operations teams.
- Fluent in English oral and written, Excellent communication skills; ability to interact professionally
- Computer skills: Microsoft word, Excel, PowerPoint etc

### **TRAVEL REQUIREMENTS**

- Requires domestic travel of a minimum of 30-40% of the time.