



## **ICAP at COLUMBIA UNIVERSITY ZAMBIA**

### **JOB DESCRIPTION**

**Job Title:** Provincial QI Manager  
**Reports to:** Provincial Deputy Director  
**Location:** Choma and Mongu  
**Date:** August 2020

### **POSITION SUMMARY**

Working under the guidance and direction of the Provincial Deputy Director for ICAP in Zambia, the Provincial QI Manager will oversee QI activities to strengthen HIV care and treatment in Southern or Western Provinces in Zambia. S/he will provide QI technical and operational guidance and oversight to the project teams at provincial, district and site level, liaising with the Provincial Health Office QI focal persons, key implementing partners and local organizations.

### **MAJOR ACCOUNTABILITIES**

- Support and contribute to the design, implementation and evaluation of the QI collaborative projects at multiple health facilities in Southern or Western Provinces in Zambia.
- Assist in strategic planning and work plan development, and document QIC trainings and technical assistance activities.
- Facilitate and ensure clear, regular and systematic communication and collaboration between ICAP, the provincial health team and other project stakeholders in order to achieve provincial level QIC project objectives.
- Develop and update QIC related materials and technical assistance activities, including but not limited to: assisting with design, delivery and management of the QIC training in the province.
- Provide hands-on leadership and support to face-to-face training and on site QI coaching and evaluation training sessions, workshops.
- Lead and facilitate monthly facility site supervision, QI coaching, mentoring and implementation support for site level QI projects to all QIC health facilities.
- Perform other duties as assigned.

### **EDUCATION**

- Medical Officer
- Master's Degree in epidemiology, public health, medicine or related field an added advantage.

### **EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

- Bachelor's degree in health related area or social sciences
- Master's Degree in Public Health/Epidemiology an added advantage
- Minimum 2 years of experience in implementation of QI projects in the HIV/health services

- Experience in mentoring, training health care workers in QI methodologies
- Knowledge in database maintenance, and patient-level databases is preferred.
- Computer skills: Microsoft word, Excel, PowerPoint.
- Experience working in donor funded projects a Plus
- Fluent English oral and written communication skills

#### **Preferred Qualifications**

- Bachelor's degree in health related area or social sciences

#### **Travel Requirements**

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