



ICAP at COLUMBIA UNIVERSITY ZAMBIA

JOB DESCRIPTION

Job Title: Provincial Care and Treatment Advisor
Reports to: Provincial Deputy Director
Location: Livingstone/Mongu
Date: August 2020

POSITION SUMMARY

The Provincial Care & Treatment Advisor will work under the guidance and direction of the Provincial Deputy Director to assist in supporting activities to strengthen HIV care and treatment in the province in Zambia. He/She will assist the Deputy Director in providing support to the project teams at provincial, district and site level, liaising with partners and local organizations. In collaboration with the Deputy Director, He/ She will coordinate activities with the provincial health team, CDC, and other Implementing partners at the provincial and district levels. He /She will assist in coordinating the daily, weekly and monthly project activity reports and monitor progress towards the achievement of project goals and objectives.

MAJOR ACCOUNTABILITIES

- Liaise with the Deputy Director, the Senior Advisor C&T to ensure effective and coordination of the care and treatment project activities and monitor progress toward the achievement of project goals and objectives in the province.
- Support the Deputy Director to supervise, manage, and provide technical support to the project teams, aligning their individual and team efforts with project goals.
- Support the capacity building activities to transfer skills, knowledge and technology to country stakeholders at the individual, organizational, at provincial level.
- Prepare provincial presentations, progress reports, achievements, and lessons learned.
- Provide guidance to the Provincial Community Manager to coordinate all community related activities.
- Perform other related duties as directed.

EDUCATION

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

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Medical Officer
- Master's Degree in epidemiology/public health an added advantage.
- Must be trained in management of ART/OIs for Adults and Paediatric.

- Demonstrated technical expertise in HIV prevention, care and treatment.
- Excellent grasp of clinical issues and current literature in HIV treatment.
- 3-5 years' experience with HIV healthcare delivery in resource limited setting.
- Experience in establishing working relationships with USG agencies, MOH, other partners.
- Computer skills: Microsoft word, Excel, PowerPoint.
- Fluent English oral and written communication skills.
- Ability to travel in the districts within the province.

Preferred Qualifications

- Master's Degree in epidemiology, public health, medicine or related field.

Travel Requirements

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