

ICAP at COLUMBIA UNIVERSITY ZAMBIA JOB DESCRIPTION

Position Title: Provincial QI Advisor
Reports to: Provincial Deputy Director
Duty station: Choma

POSITION SUMMARY

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

MAJOR RESPONSIBILITIES:

- Support and contribute to the design, implementation, and evaluation of the QI collaborative projects in the supported provinces in Zambia.
- Assist in strategic planning and work plan development, and document QIC training/orientations and other QI capacity-building activities in the Provinces
- 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 the design, delivery, and management of the QIC training/orientation package.
- Provide hands-on leadership and support to face-to-face training/orientation and above-site QI coaching and evaluation sessions, and workshops.
- Lead and facilitate monthly zonal/regional supervision, QI coaching, mentoring, and implementation of QIC within the enrolled zones.
- Perform other duties as assigned by the supervisor

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 in English oral and written communication skills

Travel Requirements

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