



ICAP at COLUMBIA UNIVERSITY ZAMBIA

JOB DESCRIPTION

Job Title: Provincial Deputy Director
Reports to: Technical Director
Location: Choma and Mongu
Date: August 2020

POSITION SUMMARY

Working under the guidance and direction of the Technical Director (TD), the Provincial Deputy Director will oversee the ICAP team supporting activities to strengthen HIV care and treatment in Western and Southern provinces in Zambia. 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 liaising with the Ministry of Health Provincial Health Office teams, other key implementing partners and local organizations.

MAJOR ACCOUNTABILITIES

- Liaise with the TD to ensure effective implementation and coordination of the care and treatment project activities in the province and monitor progress towards the achievement of project goals and objectives.
- Assume accountability and responsibility for the sound execution of the HIV 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.
- Oversee site support strategy which includes onsite staffing support and daily/weekly review of key data elements.
- With guidance of the TD, represent the project team in meetings and interactions with the Government of Zambia at provincial and district levels, as well as with other key stakeholders.
- Oversee capacity building activities to transfer skills, knowledge and technology to MOH staff in the supported sites and DHO/PHO.
- 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, medicine or related field an added advantage.

- Demonstrated technical leadership and expertise in HIV prevention, care and treatment, with excellent knowledge of clinical issues and current literature in HIV treatment programming.
- Minimum ten (10) years of experience in the management of large-scale health or development projects, with proven capacity in managing and supervising a diverse team of technical staff.
- 5-10 years' experience with HIV healthcare delivery in resource limited setting.
- Prior experience in training, mentoring, and supervising of multi-cultural clinical 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.
- Ability to travel regularly within the province.

Preferred Qualifications

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

Travel Requirements

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