

Programmes Officer: Zimbabwe National Network of PLHIV (ZNNP+)

Deadline: 20 November 2020

About

ZNNP+ is an umbrella body that represents the interests of people living with HIV in Zimbabwe in their diversity. The organization is represented in support groups and community-based organizations at all provincial, district and ward levels of Zimbabwe. ZNNP+'s mission is "An environment where people live positively."

Position Summary

Under the overall guidance and the direct supervision of the Programmes Manager, the Programme Officer will support ZNNP+ TASQC programme efforts. S/he will strengthen community response and performance reporting within the targeted geographic areas, which will include providing support to district level ZNNP+ staff and health facilities. The position will contribute to overall improved quality of programme outputs by the districts, improved HIV monitoring & evaluation systems.

Job Description

Provide strategic guidance and mentorship to ZNNP+ Provincial Coordinators on programme implementation, monitoring and reporting; support concepts and lead on community systems strengthening; ensuring that all activities are implemented successfully within prescribed time intervals; establishing and maintaining contact with funding partners; overseeing the compilation of and authorization of project reports, Maintaining a calendar of reporting deadlines; overseeing the capacity building of community structures of PLHIV; overseeing the coordination of relevant programme meetings and workshops in line with standard guidelines; preparing and presenting to management the consolidated annual work plans and training programs; monitoring actual programme performance against plan and budget and taking necessary corrective measures where necessary.

Qualifications and Experience

University degree in Social Sciences; Population Studies, MBChB or similar. A Master's degree in public health, health information (preferred). Minimum three (3) years of professional experience in the field of community development with increasing levels of responsibility in management. Experience in community participation and health/ HIV projects. Demonstrated analytical ability and understanding of local context, with the ability to think creatively to develop appropriate activities. Personal commitment and drive for results, efficiency, flexibility, respect for diversity, analytical capability required to respond to evolving programme demands and current events. Be culturally sensitive and empathetic to others, with a 'can do' attitude.

To apply

If you meet the above criteria and you have the drive, send your application including a motivational letter (300 words maximum) and three contactable referees to: The Executive Director, ZNNP+, 28 Divine Road, Milton Park, Harare or via email jobs@znnp.org
PLHIV and women who meet the set criteria are strongly encouraged to apply.