

TERMS OF REFERENCE FOR TRMPORARY APPOINTMENT¹

Position: HIV/AIDS Officer (PMTCT), NO2, 364 days, Lusaka

Purpose:

Under the supervision of the HIV/AIDS Manager, and in technical collaboration with the Health Specialist – Maternal and Newborn Health (MNH), the incumbent will ensure that he/she provides technical support to the planning, implementation, monitoring, evaluation and documentation of the HIV programme output focusing on the Prevention of Mother To Child Transmission (PMTCT) of HIV and the HIV/AIDS response among children aged 0 to 9 years.

Responsibilities and Tasks:

1. Support to PMTCT of HIV and Paediatric HIV programme development and planning

- Conduct and update situation analysis of the HIV/AIDS epidemic and response as it relates to PMTCT to inform design and management of PMTCT of HIV and Paediatric HIV programmes.
- Contribute to the development of sectoral programme goals, objectives and strategies pertaining to PMTCT of HIV and Paediatric HIV programmes.
- Provide technical support towards strengthening the integration of PMTCT and Paediatric HIV services with other programmes including Maternal, Newborn and Child Health, Child Health, and Early Childhood Development.

2. Programme implementation, monitoring and delivery of results for PMTCT and Paediatric HIV

- Provide technical support in implementing PMTCT of HIV services targeting pregnant and breastfeeding Adolescent Girls and Young Women and their children.
- Work closely and collaboratively with internal and external stakeholders to discuss implementation issues, provide solutions and recommendations for programme improvements.

¹ AI2016-005 notes that for TA Job descriptions / terms of reference, eexisting Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

- Undertake robust joint monitoring and evaluation of the PMTCT and Paediatric HIV programmes in collaboration with relevant UNICEF sections, Government line ministries and implementing partners; and provide consistent technical feedback.
- Conduct regular programme monitoring to ascertain progress in achieving results for children and women and undertake remedial action to improve performance.
- Provide technical support in ensuring differentiated service delivery modalities for pregnant and breastfeeding women enrolled in PMTCT and their HIV Exposed Infants (HEI).
- Report on programme shortcomings identified to ensure timely remedial action by appropriate personnel and stakeholders including follow up on unresolved issues to ensure resolution.

4. Networking and partnership building to strengthen PMTCT and Paediatric HIV programme results

- Build and sustain effective partnerships with relevant government counterparts and national stakeholders to leverage and strengthen results for women and children.
- Participate in appropriate inter-agency meetings/events on PMTCT and Paediatric HIV programming.

5. Innovation, knowledge management and capacity building to promote effective and efficient PMTCT and Paediatric HIV programme implementation

- Support development and implementation of the research and learning agenda in the area of PMTCT and Paediatric HIV.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results for children and women.
- Prepare required documentation in the PMTCT of HIV and Paediatric HIV programme areas to facilitate programme review and approval process.
- Keep record of reports and assessments for easy reference and/or to capture and institutionalise lessons learned.
- Participate as resource person in capacity building initiatives to enhance the knowledge and skills of service providers in delivering PMTCT of HIV and Paediatric HIV Programmes.

Minimum Qualifications and Competencies

The following background and experience are required:

- Bachelor's degree in Medicine, Nursing, Public Health, Biomedical Sciences or related health discipline. Master's degree is an asset.
- Minimum of two years' experience in PMTCT and Paediatric HIV programme planning and implementation.

- Good understanding of Zambia’s health and HIV programme policy and strategic priorities for PMTCT and Paediatric HIV.
- Experience in supporting and coordinating project activities across a large organization and with multiple collaboration entities (Government, local organizations, donors).
- Ability to research, analyse, evaluate and synthesize information.

Eight Competency Areas

1 Builds and maintains partnerships	2 Demonstrates self-awareness and ethical awareness
4 Innovates and embraces change	3 Drive to achieve results for impact
5 Manages ambiguity and complexity	6 Thinks and acts strategically
8 Nurtures, leads and manages people	9 Works collaboratively with others