THE ORGANISATION

Our client is a donor-funded organisation and partner in development in Namibia that works closely with the Ministry of Health and Social Services (MoHSS) Directorate of Special Programmes (DSP). Our client’s goals are to promote activities that increase human capacity for providing HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic as well as to support and assist such countries and regions in their development of locally-determined health care worker systems that are optimally resourced, highly responsive, and self-sustaining. In partnership with the MoHSS and as part of a coordinated effort, our client deploys staff at hospitals and health facilities across the country. Our client is currently in search of appropriately qualified and experienced candidates to fill the following positions:

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**IT DESKTOP SUPPORT TECHNICIAN**

Windhoek – Directorate of Special Programmes Office

**Fixed-term Contract**

**THE POSITION**

The successful candidate will work under the direction of the Head of IT and work closely with all stakeholders at different levels. The responsibilities will include the installation and maintenance of computer hardware, software, and the printers for DSP and act as a backup to the Systems Administrator.

**KEY FOCUS AREAS:**

- Install, configure, maintain, and upgrade end user equipment including desktop computers and laptops.
- Account for all end-user IT Equipment.
- Aid in the support of help desk tasks.
- Develop and deliver desktop related training.
- Perform routine maintenance related to all desktops and printers.
- Provide ad-hoc end-user assistance where required.
- Maintain and provide support on networking equipment and security.
- Support and update Asset Database on the Asset Management Software.
- Other functions and duties assigned.

**MINIMUM REQUIREMENTS:**

- Grade 12. A National Diploma in IT.
- A minimum of 1 year working experience with exposure of Spiceworks Helpdesk System or any similar application.
- Basic knowledge of networking equipment and setup.
- Basic knowledge of server environments.
- Any further qualifications will be a distinct advantage.
- Microsoft Training would be an added advantage.

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**SENIOR MONITORING AND EVALUATION OFFICER: TB/HIV**

Windhoek – Directorate of Special Programmes Office

**Fixed-term Contract**

**THE POSITION**

Successful candidate will be involved in capturing, compiling, and analysing programme data, as well as improving quality data. Furthermore, monitor and documenting results of strategies implemented under the Medical Officer, operations research and program monitoring. Provide support sites with regard to trouble shooting, mentoring, and data entry evaluation.

**KEY FOCUS AREAS:**

- Coordinate M&E related trainings from National level.
- Guide the implementation of TB/HIV M&E Framework at all levels.
- Develop regular technical support to the regions.
- Assist and develop of M&E curriculum and oversee its implementation.
- Collaborate with MoHSS implementing partners on quarterly reporting.
- Plan and ensure the availability of resources for M&E related activities.
- Compile monthly, quarterly and annual reports based on regional reports.
- Mentoring and supportive visits to sites for mentoring, data entry assessment and evaluation.
- Work with the Regional Management Team (RMT) to improve reporting and data quality assurance.
- Attend to challenges in consultation with National Officers, RMT, and Clinical Mentors.
- Maintain records and files in orderly, accurate, and professional manner.
- Participate in data review and quality improvement processes.
- Participate in multi-disciplinary meetings.
- Participate in relevant operational research activities.
- Participate in program strategic annual planning, compiling progress reports, and indicators.
- Work in close collaboration with RME sub division to ensure data sharing between TB and HIV program.
- Any other duties as assigned by supervisor.

**THE PERSON**

**MINIMUM REQUIREMENTS**

- A Degree in Epidemiology, Statistics, or related qualification.
- 5-year prior experience working in public health programmes.
- Qualifications in Monitoring and Evaluation will be an added advantage.
- Sound knowledge on TB/HIV and related health services.
- Proficiency in the use of statistical software packages (SAS, STATA, EPI, DHIS, EPMS).
- Proficiency in Microsoft Office applications with advanced excel capability.
- Strong verbal and written communication skills.
- Analytical and critical thinking skills.
- Detail and deadline oriented.
- Ability to work independently.
- Team building skills.

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**ENROLLED NURSE/MIDWIFERY**

Ohangwena Region - Engela ART Clinic x 1

**Fixed-term Contract**

**THE POSITION**

As an Enrolled Nurse, the successful candidate will be involved in providing quality cervical cancer screening with Visual Inspection of cervix with Acetic Acid (VIA) for Antiretroviral Therapy (ART) patients.

**KEY FOCUS AREAS:**

- Implement improved cervical cancer screening through VIA and conduct cryotherapy or thermocoagulation treatment.
- Work directly with registered nurses and medical officers to conducting VIA screening services and providing treatments.
- Provide screening services for HIV positive women.
- Provide follow up treatment care.
- Request appropriate laboratory and clinical investigations, interpret results, and provide appropriate care under the supervision of the Matron and Registered Nurse.
- Make appropriate referrals to medical officers, counsellors, social workers, and other health care and community support services.
- Develop, maintain and implement a systematic approach to patient recruitment for VIA.
- Provide patient education on cervical cancer and HIV/AIDS.
- Work closely with clinical and training counterparts under the supervision of the VIA and cryotherapy-trained Registered Nurse.
- Implement and regularly report on formal quality improvement projects, so as to ensure the highest quality of cervical cancer screening care at all facilities.
- Participate in data review and quality improvement processes.
- Participate in multi-disciplinary meetings.
- Follow all lawful and reasonable instructions, as instructed by the reporting line.
- Collect, collate, and organise cervical cancer data for monthly and quarterly reports.
- Immediately report any adverse event to the supervisor and process applicable documentation to the relevant office.
- Maintain an organised and appropriate level of equipment, stationary, and supplies at all times.
- Ensure high standards of infection control in VIA clinics.
- Implement a quality improvement approach to cervical cancer screening and document all related activities.

**THE PERSON**

**MINIMUM REQUIREMENTS**

- An Enrolled Nurse/Midwife Certificate.
- Qualification in Public Health, OB/GYN, Infectious Diseases, or similar area would be advantageous.
- A minimum of 1 year working experience with exposure of Spiceworks Helpdesk System or any similar application.
- 5-year prior experience working in public health programmes.
- A Degree in Epidemiology, Statistics, or related qualification.
- Any other duties as assigned by supervisor.

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**DR-TB/HIV REGISTERED NURSE**

Otjozondjupa Region – Tsumkwe Clinic x 1

**Fixed-term Contract**

**THE POSITION**

As a DR-TB/HIV Nurse, the successful candidate will work in the TB treatment units in the health facilities, providing care to patients with TB, DR –TB and TB/HIV.

**KEY FOCUS AREAS:**

- Provide nursing care to patients with TB, DR – TB and those co-infected with TB and HIV.
- Maintain medical records and files in a thorough, accurate and confidential manner.
- The incumbent will oversee the diagnosis of TB at Tsumkwe clinic, including the point-of-care TB diagnostic tools.
- Provide follow-up care for patients with DR-TB in the Tsumkwe district, while ensuring that patients have access to treatment support.
- Request and follow appropriate laboratory and clinical investigations, and interpreting results in consultation with the medical officer.
- Provide patient education and counselling on TB and TB/HIV in collaboration with other staff members.
- The incumbent will supervise the community health workers who manage TB care and TB contact investigations.
- Participate in training activities on TB and TB/HIV.
- Carry out other functions and duties as assigned.

**THE PERSON**

**MINIMUM REQUIREMENTS**

- Degree in General Nursing Science and Midwifery.
- Proof of registration with HPCNA and a valid practicing card.
- Must have 3 years working experience in the areas of TB prevention and control.
- Must demonstrate a sound knowledge of TB prevention and control and substantially related to TB/HIV.
- Be able to communicate effectively, both in speech and writing, with a broad range of individuals and organisations.
- Must have analytical and critical thinking skills.
- Must be detailed oriented and possess team building skills.
- Must demonstrate an ability to work independently.

**INTERESTED?**

These are fixed-term contract positions and our client offers an attractive package based on salary grade 6 – Senior M&E Officer TB/HIV, grade 10 – Enrolled Nurse, grade 7 – DR-TB/HIV Registered Nurse, and grade 11 – IT Support Desktop Technician. The closing date for applications is 31 January 2020 and suitably qualified Namibians are encouraged to apply. Please submit your 2-page updated CV (CVs longer than 2 pages will not be accepted), 1-page cover letter, including contact details of 3 referees. For the Senior M&E Officer TB/HIV to Mr Cameron Kali (E-mail address: admin7@potentia.com.na), for the Enrolled Nurse to Ms Olivia Ipangelwa (E-mail address: admin4@potentia.com.na), and for the DR-TB/HIV Registered Nurse to Ms Olivia Ipangelwa (E-mail address: admin@potentia.com.na).

In the event that you do not receive acknowledgement within 2 days of your application, please contact us telephonically on (061) 381 000. If you are not contacted 2 weeks after the closing date, please consider your application unsuccessful. Only electronic version of CVs will be accepted. Our client reserves the right not to make any employment offer or appointment.

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