



**REPUBLIC OF ZAMBIA**

**MINISTRY OF HEALTH**

**JOB ADVERTISEMENT**

The Ministry of Health (MoH) Cooperative Agreement supported by the U.S. Centers for Disease Control and Prevention (CDC) aims at supporting the Strengthening of the Ministry's capacity to provide Leadership to the National HIV/AIDS Response through coordination, policy development, mentorship and training. MOH seeks to recruit suitably qualified and experienced persons to be appointed to the underlisted positions under this project.

**Biostatistician (1) - readvertised**

**Job Purpose:**

The Biostatistician's responsibilities will be provision of statistical expertise to support the research and program analysis done at the MOH; this includes routine program data (including HIV case-based surveillance, Pharmacovigilance, HIV drug resistance, HIV, TB, Malaria, COVID-19), clinical trials, meta-analyses, observational studies, surveys as well as teaching and mentorship.

**Duties and Key Responsibilities**

- Perform sample size/power calculations
- Author statistical analysis plans
- Prepare derived datasets for the analyses
- Program and validate statistical analyses
- Perform complex statistical analyses
- Prepare and deliver reports for interim and final analyses
- Contribute to the interpretation and publication of research results
- Independently manage all statistical aspects
- Provide statistical advice to researchers
- Develop internal capacity in biostatistics via short courses and seminars
- Supervise Master and PhD students
- Keep abreast of new statistical methods
- Actively develop professional networks with peer statisticians locally and internationally
- Help develop funding applications and research protocols
- Contribute to proposal and budget development

- Comply with all MOH policies and SOPs as well as regulatory requirements
- Participating in the planning of the scaling up of CBS to high disease burden districts.
- Supporting the dissemination of data at sub-national and national levels.
- Producing information outputs for use in epidemiological reports.

### **Qualifications, Skills and Experiences**

- Grade Twelve School (12) Certificate with atleast 5 O level credit
- A Master's degree in biostatistics, statistics or related field is required.
- PhD in biostatistics is an added advantage
- Minimum of four years working in epidemiology, public health, surveillance or related field is required.
- Demonstrated knowledge of concepts of HIV surveillance, data management and epidemiology is essential.
- Broad knowledge, skills, and abilities associated with the design and implementation of data collection and data reporting systems.
- Experience and technical expertise with surveillance systems and surveys.
- Experience preparing survey and surveillance protocols, technical reports and scientific manuscripts.
- Strong interpersonal skills and working well in teams within varying areas of expertise to accomplish project objectives is essential.
- Demonstrated ability to effectively communicate both orally and in writing, including that of complicated epidemiological information to non-technical persons.
- Working knowledge of statistical software (e.g., STATA, SAS, R, SPSS, etc.)
- Fluency in English required.

### **Other Desired Skills/Qualities:**

- Ability to prioritize, work to meet deadlines, work with minimal supervision and multitask.
- Willingness to travel and work occasionally during evening or weekend hours

### **Provincial Infectious Diseases Clinical Mentor (1) - readvertised**

#### **Job Purpose:**

The Provincial Infectious Diseases Clinical Mentor will provide expert infectious diseases technical oversight and support on the Copperbelt province as needed to improve overall management of infectious diseases (IDs) with special focus on HIV/TB/COVID-19/Malaria services across the cascade of case identification, linkage to treatment, retention and monitoring of outcomes. This will lead to the attainment and maintenance of HIV epidemic control by ensuring that antiretroviral therapy (ART) is safe, tolerable, efficacious, and up-to-date, to promote retention of ART clients and viral suppression. He/she will provide technical assistance, capacity building and mentorship to MOH staff and other partners in ID. He/She will be the lead ID specialist based at Ndola Teaching Hospital with major clinical responsibility and HIV program support. He/she will report to the Senior Medical Superintendent Ndola Teaching Hospital and the Provincial Clinical Care Specialist.

#### **Principle Accountabilities:**

- Provides specialist patient care services in order to facilitate efficient and effective management of patients

- Oversee the development, interpretation, implementation and review of HIV/TB guidelines, systems and standards in order to ensure the provision of quality clinical care and diagnostic services
- Supports MOH at Provincial and District level in coordination of HIV/TB services and systems in order to monitor program implementation and evaluate performance.
- Supports site-level delivery of HIV/TB services to ensure optimal access to case identification, treatment and retention in care as well as improvement in treatment outcomes.
- Manages and undertakes effectively the formulation, implementation and review of HIV/TB action plans in order to ensure quality delivery of health services.
- Supervises and undertakes Quality Improvement research projects in collaboration with HIV/TB Clinic staff in order to identify best practices.
- Conducts regular program monitoring and participate in Site improvement and monitoring services, document findings and prepare reports according to set standards and timelines.
- Supports the development and implementation of HIV/TB capacity building programs in order to impart appropriate skills and knowledge in clinical care staff and community volunteers
- Supports Mentors to provide targeted and data-driven technical support and clinical mentorship to TB/HIV clinical staff and coordinate TeleECHO program to ensure improved provision of adult and pediatric ART treatment and care services, PMTCT, VMMC, TB services and cervical cancer services
- Participate in reviewing, development and updating of ART treatment guidelines
- Participate and develop ART related epidemiological and clinical research projects in ART related drug-drug interaction, toxicity and efficacy
- Participate in the monitoring and surveillance of HIV Drug Resistance
- Participate in the forecasting and quantification of ARVs and other HIV related products

#### **Qualifications, Skills and Experiences**

- Grade 12 certificate with at least five O-level credits
- Degree in Medicine and General Surgery
- Masters' degree in Internal Medicine and Infectious Diseases
- Registered with Health Professions Council of Zambia with a valid practicing license
- Minimum 5 years working experience as a clinician
- Experienced, trained and certified in ART in Zambia with full knowledge of the latest ART Treatment and Prevention guidelines in Zambia
- Experience in conducting research
- Strong interpersonal skills and working well in teams within varying areas of expertise

#### **Other Desired Skills/Qualities**

- Ability to prioritize work to meet deadline, work with minimal supervision and multitask
- Willingness to travel and work occasionally during evening and weekend hours

## **Advanced Zambia Field Epidemiology Training Program (FETP) Coordinator - readvertised**

The Zambia Field Epidemiology Training Program (FETP) is recruiting a well-qualified candidate to coordinate the Advanced FETP. ZFETP is a competency-based training and service-learning program in applied epidemiology that seeks to increase epidemiologic capacity in Zambia. It is run by the Zambia National Public Health Institute (ZNPHI) with technical and financial support from the U.S Centers for Disease Control and Prevention (CDC-Zambia). The incumbent will lead day-to-day activities for the Advanced FETP, including mentoring residents and participating in field activities. The incumbent will report to the FETP program director and will work closely with the CDC-Zambia team to provide technical assistance in field epidemiology capacity building in Zambia.

### **Duties:**

- Provide technical support to Advanced FETP residents, particularly on HIV-related activities.
- Oversee FETP residents conduct field investigations of disease outbreaks in Zambia, including periodically accompanying residents during field activities
- Assist residents design high quality epidemiologic studies, including field investigation protocols and tools/questionnaires, surveillance system evaluations and data analyses, and university thesis projects/analytic projects
- Assist ZFETP residents with collecting, managing, analyzing, and interpreting surveillance and epidemiologic data
- Provide timely feedback on written and oral scientific communication products from FETP residents
- Design and execute quality improvement projects to improve overall quality of Advanced FETP training
- Liaise with primary supervisors on a routine basis to improve resident experience at field sites
- Lead classroom didactic activities, including lectures and cases studies on epidemiological concepts
- Help plan FETP activities, such as workshops, conferences, and field activities
- Assist in developing and updating governing documents, standard operational procedures, and assisting the program administrator prepare an application for TEPHINET accreditation
- Other duties as assigned by supervisors

### **Required training/experiences/qualities:**

- Advanced FETP graduate, or current advance FETP resident who has completed core deliverables for graduation
- Doctorate degree (MbChb, DVM, or PhD)
- Experience conducting epidemiological investigations in Zambia
- Experience supervising and mentoring other persons
- Experience with scientific writing and communication
- Experience analyzing data using statistical software (EpiInfo, SAS, Stata, R, etc.)

## **Zambia Field Epidemiology Training Program (FETP) Field Mentor (1)**

The Zambia Field Epidemiology Training Program (FETP) is recruiting a well-qualified candidate to serve as a field epidemiologist and mentor for FETP Advanced residents and FETP Frontline participants. FETP seeks to increase epidemiologic capacity in Zambia. There are two tiers that aim to train public health professionals in Zambia – Frontline

is a 3-month in-service training designed to introduce frontline public health workers to key concepts in field epidemiology and Advanced is a 2-year competency-based service-learning program to train field epidemiologists. FETP is run by the Zambia National Public Health Institute (ZNPHI) with technical and financial support from the U.S Centers for Disease Control and Prevention (CDC-Zambia). The incumbent will lead day-to-day activities for FETP in assigned provinces (TBD), including training public health staff, conducting field investigations, and mentoring Frontline and Advanced FETP residents. The incumbent will report to the FETP program director and will work closely with the CDC-Zambia team to provide technical assistance in field epidemiology capacity building in Zambia.

**Duties and Key Responsibilities:**

- Conduct field investigations of public health problems in assigned provinces
- Assist Advanced FETP residents to conduct field investigations of disease outbreaks in Zambia, including accompanying residents during field activities in assigned provinces
- Assist Advanced FETP residents design high quality epidemiologic studies, including field investigation and surveillance system evaluations
- Assist Advanced ZFETP residents with collecting, managing, analyzing, and interpreting surveillance and epidemiologic data
- Provide timely feedback on written and oral scientific communication products from Advanced FETP residents
- Mentor Frontline FETP participants to complete field exercises. Provide constructive feedback to Frontline participants on their field products
- Liaise with primary supervisors of Advanced FETP residents on a routine basis to improve resident experience at field sites. Work closely with the Advanced FETP Coordinator on improving field site quality
- Assist the Frontline FETP coordinator during Frontline workshop classroom didactic activities, including providing lectures and cases studies on epidemiological concepts
- Assist with coordinating Frontline FETP workshops, including arranging logistics and coordinating guest speakers
- Collaborate with PSOs and DSOs to assess and strengthen surveillance activities and systems in assigned provinces
- Provide technical assistance to provincial and district health offices on epidemic preparedness and incident management system (IMS)
- Lead didactic activities for provincial and district health offices to diffuse knowledge on epidemiological concepts
- Assist in developing and updating governing documents, standard operational procedures, and assisting the program administrator prepare an application for TEPHINET accreditation
- Other duties as assigned by supervisors

**Required training/experiences/qualities:**

- Advanced FETP graduate, or current advance FETP resident who has completed core deliverables for graduation
- Experience conducting epidemiological investigations in Zambia
- Experience supervising and mentoring other persons
- Experience with scientific writing and communication
- Experience analyzing data using statistical software (EpiInfo, SAS, Stata, R, etc.)

## **Frontline Zambia Field Epidemiology Training Program (FETP) Coordinator**

The Zambia Field Epidemiology Training Program (FETP) is recruiting a well-qualified candidate to coordinate the Frontline FETP. Frontline FETP is an in-service learning program in applied epidemiology that seeks to increase epidemiologic capacity of frontline public health workers in Zambia. It is run by the Zambia National Public Health Institute (ZNPHI) with technical and financial support from the U.S Centers for Disease Control and Prevention (CDC-Zambia). The incumbent will lead day-to-day activities for the Frontline FETP, including conducting Frontline workshops and mentoring participants. The incumbent will report to the FETP program director and will work closely with the CDC-Zambia team to provide technical assistance in field epidemiology capacity building in Zambia.

### **Duties and Responsibilities:**

- Lead Frontline FETP workshop classroom didactic activities, including lectures and cases studies on epidemiological concepts
- Coordinate Frontline FETP workshops, including arranging logistics and coordinating guest speakers
- Mentor Frontline FETP participants to complete field exercises. Provide constructive feedback to Frontline participants on their field products
- Develop new curriculum materials to ensure Frontline workshops address current public health issues in Zambia
- Design and execute quality improvement projects to improve overall quality of Frontline FETP training
- As guided by the program manager, mentor Advanced FETP residents to complete projects and conduct field investigations
- Assist in developing and updating governing documents, standard operational procedures, and assisting the program administrator prepare an application for TEPHINET accreditation
- Other duties as assigned by supervisors

### **Required training/experiences/qualities:**

- Advanced FETP graduate, or current advanced FETP resident who has completed core deliverables for graduation
- Experience conducting epidemiological investigations in Zambia
- Experience supervising and mentoring other persons
- Experience with scientific writing and communication
- Experience analyzing data using statistical software (EpiInfo, SAS, Stata, R, etc.)

All interested persons meeting the above qualifications and experience should send their written applications to the undersigned with copies of academic and professional qualifications, detailed Curriculum Vitae and three references including their contact numbers to the Ministry of Health Headquarters, Ndeke House along Haile Selassie Avenue at the reception or by email to [info@moh.gov.zm](mailto:info@moh.gov.zm).

The closing date for receipt of applications is **5<sup>th</sup> February, 2021**. Only short-listed candidates will be contacted.

The Permanent Secretary - (A)  
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**Lusaka**