



**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.

#### **1. Senior Financial Specialist (1)**

##### **Specific Responsibilities**

The principal accountabilities for the Senior Financial Specialist will include the following;

- Participate in preparation of budgets at programmatic level in order to ensure adherence to set projects goals and objectives;
- Supervise and monitor expenditure in order to ensure compliance with the approved budgets, financial regulations and CDC CoAg reporting requirements
- Ensure timely preparation and submission of drawdown requests to CDC and make follow-ups for CDC concurrence.
- Supervise the timely preparation and submission of financial management reports for submission to MOH/CDC monthly meetings
- Preparation and Submission of quarterly, semi-annual and annual Federal Financial reports and Financial Status reports to CDC
- Ensure effective preparation and management of both internal and external audit processes
- Ensure both timely procurement of Audits and submission of Audited Financial Reports to CDC within the stipulated timelines contained in the Notice of Award (NOA).
- Ensure that Audit and Business Process Review (BPR) findings and/or recommendations are addressed and/or implemented in a timely manner.

- Participate in Program Performance reviews to help ensure the attainment of work plan targets and milestones.
- Ensure the proper management of Cooperative Agreement assets in line with donor requirements.
- Ensure timely mobilization of funds to enhance effective implementation of project activities as outlined in the Annual Work Plan Budget (AWPB).
- Supervise effective and timely preparation and execution of Payroll for Project Staff
- Ensure timely preparation and submission of Expenditure Reporting (ER) data through the Data for Accountability, Transparency and Impact Monitoring (DATIM) system. Ensure timely preparation and submission of Final financial reports in Grants Management System (GMM)
- Any other duties and responsibilities as may be assigned by Supervisor from time to time

## **QUALIFICATIONS AND EXPERIENCE**

- Full Form 5/Grade 12 School certificate with five O level subjects including English and Mathematics
- BA in Accountancy, full ACCA / CIMA / ZICA professional or equivalent
- A Masters' Degree will be added advantage
- Member of the Zambia Institute of Chartered Accountants (ZICA)
- Seven (7) or more years of relevant experience at middle to senior management level in Public Sector or Non-governmental Organisations (NGO)
- Understanding of GRZ financial regulations and policies
- Demonstrated understanding of USG, CDC and PEPFAR financial rules and regulations will be an added advantage
- Excellent communication skills

### **2. Financial Specialist (1)**

#### **Specific Responsibilities**

The principal accountabilities for the Financial Specialist will include the following;

- Participation in preparation of program budgets.
- Timely preparation and execution of payroll for Project Staff
- Update and maintain cash books and other accounting records regularly.
- Prepare monthly reconciliations of Ledgers and bank accounts.
- Maintain accessible filing system for all CDC expenditure reports and other documents
- Maintain an effective system to ensure timely retirement of all imprest and subventions
- Maintain assets register and prepare regular asset management reports for the project.
- Preparation of Quarterly reports
- Preparation of Expenditure Reporting data or upload to the Data for Accountability, Transparency and Impact Monitoring (DATIM) system
- Preparation of Final financial reports in Grants Management Solution (GMM)

- Timely preparation of Payroll for Project staff. Accounts Payables (Including remittance of payroll and other statutory obligations)
- Any other duties that may be assigned by supervisors

### **PROFESSIONAL AND ACADEMIC QUALIFICATIONS**

- Full Grade form5/12 School certificate with five O level subjects including English and Mathematics
- Bachelor's Degree in Accountancy, Full ACCA, ZICA CIMA, CPA, CPFA or its equivalent
- Must be a Member of ZICA
- Five (5) or more years of relevant experience in the Public sector or Non-Governmental organisations.
- Ability to write technical and analytical reports  
Excellent communication skills

### **3. Purchasing & Supplies Specialist (1)**

#### **Purpose**

To strengthen procurement and supplies systems for purposes of supporting implementation of comprehensive and sustainable HIV Prevention, Care & Treatment Services under the US President's Emergency Plan for AIDS Relief (PEPFAR) through the Cooperative Agreement with the US Centers for Disease Control and Prevention (CDC).

#### **Responsibilities**

- Manages effectively the procurement of goods, services and works in order to ensure their timely availability to End Users
- Manages effectively the supply of goods in order to ensure their availability and appropriate storage
- Manages timely the preparation of the annual procurement plan in order to facilitate the procurement of goods, services and works
- Manages effectively the management of Procurement contracts in order to ensure adherence to procurement regulations
- Manages periodically stock levels in order to facilitate the replenishment of goods and the identification of items for disposal
- Manages timely the collection and submission of samples of health products in order to facilitate their testing and clearance for use Supervises effectively the provision of tender secretariat services in order to facilitate committee meetings and preparation of procurement reports
- Supervises effectively the provision of tender secretariat services in order to facilitate committee meetings and preparation of procurement reports
- Manages effectively the development of a supplier database in order to establish an inventory of registered suppliers
- Manages timely the development of work plans and implementation of the Annual Performance Appraisal System in order to monitor and evaluate performance
- Supervises effectively human, financial and material resources in order to facilitate achievement of set objectives

#### **Required Qualifications**

- Full Form 5/ Grade 12 School Certificate or equivalent.
- Bachelor's degree in Procurement and/or Supply Chain Management or equivalent qualification

- He/she should have a minimum of 3 years relevant experience
- Demonstrated ability to write technical papers and analytical reports
- Demonstrated ability to communicate fluently in English
- Should have demonstrated numerical/ Computation, interpersonal and facilitation skills
- Should have good negotiation skills.

#### **4. Advanced Zambia Field Epidemiology Training Program (FETP) Coordinator (1)**

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
- 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 (Excel, EpiInfo, SAS, Stata, R, etc.)

## 5. ART Clinical Pharmacy Advisor (1)

### Job Purpose:

The ART Pharmaceutical advisor will provide technical assistance to the Ministry of Health to support 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 and ZAMRA staff and other partners in ART pharmacovigilance. He/she will be responsible for the operationalization of the active ART pharmacovigilance system including overseeing the active ART Pharmacovigilance data collection process, data storage, data analysis, data sharing and adverse drug reaction mitigation. He or She will also support the national ART coordinator in providing oversight for the ART related pharmaceuticals services and activities.

### Principle Accountabilities:

- Lead the planning, designing and implementation and dissemination of the ART active pharmacovigilance system in corroboration with ZAMRA
- Design and develop an ART adverse drugs response and mitigation system
- Participate in reviewing, development and updating of ART treatment guidelines
- Provide clinical ART pharmacy monitoring and supervision to subnational organs
- Monitor national ART stock status and distributions in corroboration with Medical Store Limited so as to provide logistical technical advice to the Ministry of Health pharmacy unit and the national ART coordinator
- 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 ART and other HIV related products

### Qualifications, Skills and Experiences

- Grade 12 certificate with at least five O-level credits
- Degree in Pharmacy
- Masters' degree in Epidemiology, Clinical Pharmacy or Public health, Health Research, Statistics, or any other quantitative field is a requirement
- Registered with Health Professions Council of Zambia with a valid practicing license
- Minimum 8 years working experience
- Experienced, trained and certified in ART in Zambia with full knowledge of the latest ART Treatment and Prevention guidelines in Zambia
- Broad Knowledge, skills and abilities associated with the design and implementation of data collection and reporting systems.
- Experience in conducting research especially clinical trials involving ART is required
- Strong interpersonal skills and working well in teams within varying areas of expertise to accomplish projects is essential
- Working knowledge of statistical software (e.g., STATA, SAS, R, SPSS)
- Fluent in English required

### 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

## **6. Biostatistician (1)**

### **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**

- 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:**

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

### **7. HIV Case Based Surveillance Advisor (1)**

Under the direction of the Director – Clinical Care, the HIV CBS Advisor's responsibilities will include (but not limited to):

Providing technical assistance, capacity building and mentorship to MOH and ZNPHI staff and other partners on HIV CBS. The CBS Advisor will be responsible for overseeing the collection, security of data, analysis and timely dissemination of the results. Other duties include:

- Leading the planning, designing and implementation of HIV CBS in collaboration with the ZNPHI at national and provincial levels and their partners.
- Participating in the planning of the scaling up of CBS to high disease burden districts.

- Supporting the data analysis, interpretation, summarization and dissemination of data at sub-national and national levels.
- Producing information outputs for use in epidemiological reports.

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

- A Master's degree in Medicine, Demography, Epidemiology, Statistics, Health Research, Public Health or any quantitative field. A clinical or epidemiological background or will be an 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.
- Experience in capacity building on research methods, surveillance and epidemiological methods.
- Demonstrated ability to summarize disparate information in a clear and concise manner
- 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

## **8. Community Health Technical Advisor (1)**

### **Job Purpose**

To provide technical assistance to the Community Health Unit in order to reach the goals set out in the "National Community Health Strategy 2017-2021" for Zambia to attain Universal Health Coverage and achieve the legacy goals.

The Community Health Advisor, who will be based in Lusaka, Zambia, is recruited, hired, and funded by CDC Zambia. Supervision of this position is assigned to the Department of Public Health at the Ministry of Health, and the incumbent will be a key player on the Community Health Unit team.

The CH Advisor will be the MOH's leading technical expert in community health service delivery, working in close collaboration with other team members. The incumbent will be responsible for providing overall technical, activity and financial management of the community health component of MoH portfolio. The CH Advisor will also be responsible for providing technical expertise in cross-cutting approaches for enhanced delivery of community health services with focus on the community TB and HIV/ AIDs services.

The incumbent will serve as a key expert in developing results-oriented community TB and HIV/AIDS standards/guidelines and policies for Community health services providers. S/he will closely collaborate with partners



and stakeholders in the development, implementation and monitoring of community health services including TB and HIV/AIDS among other programs on behalf of Community Health Unit in line with its mandate.

S/he will provide interventions and products, including the involvement of civil society and communities. Will provide technical assistance, and serve as the resource person for the CHU team. S/he will be responsible for coordinating the implementation and policy issues with the other line Ministries, implementing partners, other donors, and non-governmental organizations implementing community health projects/programmes.

### **Main responsibilities**

The incumbent will be expected to perform the following:

- i. Provide technical and operational support for integrated primary and community health interventions
- ii. Liase with cooperating partners and country teams in the identification, orientation and capacity building of technical teams
- iii. Contribute to the capitalization and uptake of Community Health programming, sharing of experiences including research and advocacy initiatives in community health interventions
- iv. Take the lead in program evaluation, monitoring and reporting;
- v. Advocate and support continued research in the field of TB and HIV prevention through coordination with all partners and stakeholders;
- vi. Participate on the National HIV and TB Technical Working Group and ensure that prevention activities are coordinated and integrated with national campaigns;
- vii. Represent MoH in National level technical, policy meetings, consultations and present at international conferences related to community health programs including but not limited to HIV/AIDS and TB Community Treatment activities, when appropriate
- viii. Collaborate with other MoH Technical Advisors to provide comprehensive guidance to all provinces, districts, health facilities and communities on all community health services/programmes

### **Major Duties and Responsibilities**

The incumbent shall be primarily responsible for the MOH Community Health portfolio in Zambia, including:

- a) Conduct administration and management of CH activities
  - Providing technical leadership on community health matters;
  - Provide technical input on annual work plans for community health including HIV/AIDS
  - Assume a leadership role in the design of new innovations, and ensure these are consistent with current MoH strategic directions for prevention activities;
  - Conduct regular capacity building meetings with community and public health teams to strengthen systems at all levels of community health continuum
- a) Serve as MOH lead technical expert in the area of community and public health
  - Keep abreast of new survey and research findings on community health aspects in Zambia; synthesize their findings and implications and disseminate these to other MoH staff; advise on appropriate community health policy in MoH to respond to evolving epidemiological, research, field observations, assessment reports, performance statistics, and other relevant data;
  - Coordinate MoH community health portfolios with the National Community Health Strategy 2017-2021 with line Ministries, donors and NGO community activities in Zambia;

- Provide ongoing technical assistance, training and consultation on the development and implementation of high impact innovations to MoH staff and partners, including assistance in the application of new data and research findings to program activities;
  - Ensure that best practices, evidence-based and epidemiological relevant approaches are incorporated into all community health activities;
  - Prepare and/or write documents related to the assigned area of responsibility;
  - Develop and/or maintain linkages of community health activities with other program's activities, particularly for multi-sectoral programming opportunities
- b) Program Planning, Monitoring and Reporting
- The role of CH Advisor requires professional mastery of both administration and management responsibilities as well as technical expertise.
  - Preparing technical and program assistance documentation;
  - Work closely with all partners and stakeholders to ensure that CH achievements and lessons learned are disseminated to sector representatives. Maintain an up-to-date summary of all program technical and geographic areas. Play a leading role in planning and conducting partner meetings;
  - Maintain detailed and updated program management files for each activity.

### **Qualifications and experience Education**

A master's degree in public health, demography, epidemiology, social or behaviour sciences or a related field; a doctoral degree in public health, epidemiology, demography, social or behaviour sciences or a related field is desirable.

### **Work Experience**

- i. Minimum of five (5) years of progressively responsible professional-level experience in Public Health prevention activities, particularly related to community health or TB and HIV/AIDS care and Treatment is an added advantage.
- ii. Demonstrated experience working with local governments and organizations, particularly at the community level.
- iii. Demonstrated program design, strategic planning, and program management and implementation experience in a developing country context.
- iv. Demonstrated experience in conducting research at community level
- v. Demonstrated experience working with international or donor-funded health programs

### **Knowledge**

- Comprehensive knowledge of the main technical and substantive issues related to community health in particular, and public health in general.
- Comprehensive knowledge of program/project development, implementation, and evaluation, and public health, especially in Zambia.
- Familiarity with MoH programs, policies and regulations is highly desirable.

## **Abilities and Skills**

- Excellent interpersonal skills, tact and diplomacy to establish and maintain a wide range of senior-level and working-level contacts to community and public health programs in governmental, non-governmental, and private-sector circles.
- Proven ability to work effectively within team and interagency environments, and to mentor others.
- Strong management and analytical skills to strategize, develop, and implement effective MoH community health programs
- Strong management and administrative skills to track the performance of implementing partners
- Proven ability to interpret regulatory directives and related guidance.
- Proven ability to organize and present information and to draft clear, concise, and well-written documents.
- Demonstrated computer literacy, including ease and skill in using word processing programs, email, spreadsheet applications, and presentation software; and familiarity with the worldwide web.
- Excellent written and spoken English language communications skills.

## **9. Provincial Infectious Diseases Clinical Mentor (1 Position)**

### **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

### **10. Senior ICT Officer - Microsoft Dynamics (NAVISION) (1)**

#### **Roles and Responsibilities:**

- Maintenance of active database management and routine data analysis to support data driven decision making to improve program management in MoH offices
- Create, update and maintain system dashboards for active program performance
- Development of action plans for maintaining and enhancing system functionality
- Collaboration with external developers, MoH ICT Department as required and provide technical direction on systems analysis
- Gathering of functional system requirements, design, development, testing, debugging and deployment of new functionalities and features in NAV
- Timely dissemination of communication of new features and enhancements in NAV to all stakeholders
- Coordinate and work with management and functional area experts in the planning for, and execution of information technology capabilities in NAV to improve the efficiency of operations
- Facilitate documentation of technical requirements, software design sessions, process workflow definitions and systems architectural reviews
- Implement necessary change control procedures
- Creating and Management of security and permissions sets within NAV for all users
- Troubleshoot and coordinate with third party consultants as needed to resolve issues quickly

- Assist with design and functionality of various reporting in NAV in collaboration with external developers and end users
- Maintain current reporting and facilitate implementation of system enhancements as needed
- Develop on-going reports needed by the business to improve information and decision making
- Coordinate and/or perform validation of various modules and features as they are implemented
- Coordinate and facilitate all user training
- In-house specialist experienced in software development lifecycle and project management of ERP systems
- Understands and keeps accurate records of the development process, changes and expected results
- Continually updating ICT staff technical knowledge and skills by conducting in-house and external courses, creating reading manuals and familiarizing users with existing and new modules

**Minimum Requirements:**

- Four year (Bachelor degree) and a minimum of 5 years of health related work experience.
- Over 3 years Dynamics NAV experience
- Strong understanding of Microsoft Dynamics NAV 2009/2013/2015/2016
- Experience with Microsoft Reporting Services

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.

The closing date for receipt of applications is **13<sup>th</sup> November, 2020**. Only short-listed candidates will be contacted.

The Permanent Secretary - (A)  
Ministry of Health  
Ndeke House  
P.O. Box 30205  
**Lusaka**