



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. Extension of Community Health Outcomes (ECHO) Coordinator (1)

Location: Lusaka

Job Purpose: To coordinate and facilitate ECHO programme implementation activities at the ECHO hub

Reports to: Chief Clinical Mentor/ECHO Technical Lead

Principal accountabilities:

- The ECHO coordinator will work in collaboration with the ECHO Technical Lead to Coordinate and facilitate scheduling of ECHO clinics under the ministry of Health ECHO programme
- The officer will also ensure that there is information flow between ECHO hub and Spoke participants for all the ECHO programs running at the ECHO hub
- Manages timely, development and implementation of policies and guidelines in order to ensure effective management of the ECHO program
- Oversees regularly the undertaking of operational research in order to ensure evidence-based practice
- Oversees timely development and implementation of capacity building interventions in order to impart appropriate skills and knowledge through the ECHO platform
- Manages timely monitoring and evaluation of planned activities in order to facilitate implementation of appropriate interventions
- Oversees regularly ECHO coordination activities to ensure efficient, effective and quality delivery of all ECHO sessions to maximize on learning opportunities for healthcare workers
- Ensure all health facilities have functional ECHO focal point persons for facility level coordination of ECHO activities in order to ensure engagement of facilities

- Undertakes effectively the planning of central mentorship activities such as orientations, data review for all MoH mentors in order to ensure continuous capacity building for the officers under the MoH mentorship programme

Main Responsibilities:

Support all administrative duties before, during and after ECHO

- Coordinate the scheduling of all ECHO programs
- Disseminate information about ECHO sessions to spoke sites
- Organize prep meeting sessions prior to actual ECHO session
- Facilitate Information flow to all key players (didactic presenters, facilitators, panel experts and case presenters) involved in the ECHO session
- Coordinate the development of all the ECHO programs curriculum
- Ensure consistent participation by staff in ECHO sessions
- Post reminders on date and topic for the ECHO sessions
- Support facility staff to identify appropriate patient cases for ECHO case presentation
- Reviews PPT presentation for formatting/editing and forward to facilitator for review
- Sends completed case presentation forms and Power point presentation to the core team
- Facilitate data collection and submission of participants into the iECHO data management platform
- Ensure the hub room is ready for session (Checking note pads and water are available, wall clock is functional, and attendance register is on hand for participants to record their names)
- Keeping track of network participation
- Notifying facilitator of questions posted
- Reminding the didactic presentation facilitator of time
- Collaborating with IT to display announcements and mute Spokes that may distract from discussions
- Facilitate post session review meetings
- Organize monthly Clinical and Quality Improvement meetings
- Compiles weekly, monthly, quarterly and annual reports
- Support ongoing ECHO program expansion efforts
- Perform any other duties as maybe assigned by the supervisor.
- Organizes quarterly mentors' meetings in collaboration with programme leads

Required Qualifications, Skills and Experience

- Grade Twelve (12) School Certificate with Five (5) Credits or better including Mathematics, Science and English;
- Degree in Clinical Medicine, Degree in Nursing, Degree in public health or better
- A Master's degree in a health-related field is an added advantage
- Demonstrated experience in facilitating or coordinating ECHO activities in facilities is an added advantage
- Must be registered with the Regulatory Body or Health Practitioners Council of Zambia and have a valid Practicing License;
- Minimum 4 years' experience, preferably in an HIV/TB program;
- Trained in Adult and/or Paediatric ART management with clinical experience in ART

- Must have high applicable knowledge in computer and electronic gadget usage

Other Attributes

- Must have high level of confidentiality and Integrity;
- Trustworthy and Honest;
- Must be a team player
- Ability to work with minimal supervision
- Able to execute and follow through recommendations/actions points
- Organized and self-motivated
- Excellent time management skills
- Ability to work with diverse individuals and teams
- High coordination abilities
- Possess good presentation skills

2. Quality Assurance and Performance Improvement Officer (1)

Location: Ministry of Health Head Quarters

Job Purpose: To provide technical support, participate in supervision, mentorship, capacity building and assessments under the directorates of Performance Improvement and Quality Assurance/Quality Improvement.

Reports to: Director Performance Improvement and Director Quality Assurance/Quality Improvement.

Principal Accountabilities:

- Support development, review and implementation of guidelines, standards, protocols, and tools for different levels of institutions.
- Undertake creative and innovative solutions to quality challenges identified in various programme areas using different assessment tools.
- Participate in the revision and automation of performance assessment tools and guidelines for the Ministry.
- Participate in the revision and automation of Service Quality Assessment tools for various service areas.
- Support in capacity building and training of health workers in Quality Assurance, Quality Improvement and Performance Improvement methodologies.
- Support the Ministry with Technical Support Supervision, Service Quality Assessments and mentorships.
- Work with Ministry of Health to develop and monitor core Quality Assurance/improvement and Performance Improvement indicators and use this data to inform and improve program quality and performance.

- Participate in the review of Quality Assurance and Performance Improvement Strategic Plan (SP).
- Actively Work with other units on improving their performance and quality Indicators using Quality Improvement techniques and speaking to institutional scorecard.
- Actively participate in supporting efforts aimed at accelerating Differentiated Service Delivery (DSD) model.
- Ensures timely and accurate information is shared with the Ministry QIPI technical working group committee.
- Support implementation of research to identify, inform and evaluate best practices for improving performance and quality of care through integrated facility and community service models.
- Ensure the timely monitoring and evaluation (M&E) of standards and performance indicators in the provision of quality assured clinical services
- Provide technical support to Provincial and District QA/QI Officers in quality management systems.

Academic and Professional Qualifications

- Grade Twelve (12) School Certificate
- Master's degree in Public Health or any other Public Health discipline from a reputable institution.
- Minimum four (4) years of relevant work experience in the field of performance and quality improvement.
- Registered with the relevant professional body
- Computer literate, with high competency in using Microsoft office applications.

Skills and Experience

- Must demonstrate experience and understanding of quality management in health care settings
- Must have strong understanding of the reporting hierarchy at all levels of service delivery in the Ministry of Health.
- Good proficiency in oral and written English as well interpersonal skills.
- Ability to work collaboratively across departments and units.
- Good coaching and mentoring skills
- Able to meet deadlines.

Attributes

- Innovative
- Team builder
- Confidentiality

Added Advantages

- Previous experience working in Quality Assurance and Performance Improvement Projects
- Must have high level of confidentiality and Integrity.
- Trustworthy and Honest.

3. Biosafety and Biosecurity Advisor (1)

Location: Lusaka

Reports to: National, QMS Coordinator

Job Purpose: The Biosafety and Biosecurity Advisor will be responsible for establishing and implementing a 'national' Biosafety/Biosafety program, which needs to be rolled down or scaled at the provincial and district levels. The Advisor will further be responsible for coordinating Biosafety and Biosecurity activities in health facilities, coordination with other agencies, development of materials, provisions of service and training, collects, tabulates, and interprets required data.

Responsibilities and Duties

- a. Communications:
 - i. To report to the QA manager on the functioning and effectiveness of the Biosafety and Biosecurity programs.
 - ii. To lead in technical advice on laboratory safety and infection prevention and control at the national and facility level.
 - iii. To liaise with provincial biomedical scientists'/laboratory heads/facility Health Safety and Environment officers'/ cooperating partners and other regulatory authorities on matters of laboratory safety, infection control & prevention and waste management.
 - iv. To liaise with the laboratory heads and public health officers at facility level on implementation of the Biosafety and Biosecurity policies and waste management.
 - v. To communicate changes in legislation, recommended working practices and best practices from the government, accrediting, inspection and professional bodies to the laboratories.
 - vi. To ensure that information relevant to Biosafety and Biosecurity is communicated to laboratories and cooperating partners.

- b. Human Resources Development
 - i. To oversee the developing, organizing and delivering of training to laboratory workers on safe work practices as required.
 - ii. To participate in biosafety training of healthcare workers as may be required.
 - iii. To provide professional leadership on Biosafety and Biosecurity issues.
 - iv. To provide mentorship and participation in laboratory safety and biosafety audits in health facilities as well as provide technical assistance to address issues identified.
 - v. To develop tools for mentoring laboratory personnel in implementation of Biosafety and Biosecurity guidelines.
- c. Health, Safety and Security
 - i. To ensure that safety policies implemented by laboratory adhere to legislation, national and international guidelines.
 - ii. To work with facilities to promote and implement IPC, OSH and waste management guidelines.
 - iii. To providing technical support to facilities in organizing and implementing waste disposal networks.
- d. Policy and Service Development
 - i. To provide technical assistance to the MOH for revision of Biosafety/Biosecurity guidelines
 - ii. To oversee development of national Biosafety/Biosecurity SOPs and documents.
 - iii. To regularly carry out risk assessments/ site inspections in Biosafety and Biosecurity to ensure the national biosafety and biosecurity implementation evolves and keeps pace with new developments.
 - iv. To provide support to QMS programs in regard to biosafety and biosecurity from the planning phase to completion.

- v. To support establishment and functioning of IPC/safety/biosafety committees that are comprehensive and address all aspects of safety at facility level including prevention of pathogen transmission and disease infection control.

e. Quality

- i. To develop, implement and coordinate a safety audits system.
- ii. To ensure that effective and immediate action is taken to resolve any issues identified in the laboratories audited.
- iii. To ensure implementation of ISO 15190 requirements by all laboratories
- iv. To ensure laboratory specific safety procedures and processes meet ISO 15189 requirements
- v. To ensure compliance with new and existing international and national safety standards and regulations.
- vi. To develop and maintain written policies and procedures as required by regulatory agencies.

f. Planning and Organization:

- i. To determine data-driven solutions and implementing biosafety and biosecurity improvement plans.

g. Occupational health safety:

- a. To support implementation, reporting for occupational exposure incidents and surveillance of post-exposure prophylaxis.
- b. To advocate for the uptake and documentation of Hepatitis B vaccination for all laboratory health workers.

Academic and Professional Qualifications

- Grade Twelve (12) School Certificate
- Degree in Biomedical Sciences from a MOH recognized institution.
- Bachelor of Science Degree in Occupational Safety and Health Environment is an added advantage
- Minimum five (5) years' experience in Biomedical Sciences

- Minimum five (5) years' experience in Laboratory Biosafety and Biosecurity

SKILLS

- Certification in QMS mentorship and laboratory internal auditing will be an added advantage
- Communication Skills:
 - Written Skills- Ability to write comprehensive and coherent English
 - Oral Skills: Fluent in English

Other skills/Attributes:

- Knowledge and understanding of biosafety/biosecurity principles, policies, and procedures
- Skill in formulating policy and developing and implementing new strategies and procedures
- Ability to develop and present training materials
- Technical leadership skills in biosafety/biosafety practices and procedures

4. External Quality Assurance (EQA) Advisor (1)

Location: Lusaka

Reports to: National QMS Coordinator

JOB ROLE: The External Quality Assessment (EQA) Advisor will be responsible for coordinating and implementing all EQA programs and activities. The advisor will be responsible for ensuring laboratory participation in different EQA schemes.

RESPONSIBILITIES AND DUTIES

- a. Communications:
 - i. To report to the QA manager on the functioning and effectiveness of the EQA programs.
 - ii. To be the point of contact for EQA providers, accrediting bodies and other external assessment organizations.
 - iii. To liaise with provincial biomedical scientists, laboratory heads, and cooperating partners on matter related to the EQA program.
 - iv. To ensure that information relevant to EQA program is shared with the laboratories.

- v. To oversee panel acquisition, distribution, feedback submission and results transmission.
 - vi. To communicate the EQA performance of participating laboratories with relevant stakeholders
- b. Human Resources Development
- i. To oversee EQA training for participating laboratories.
 - ii. To oversee corrective action where EQA performance is unsatisfactory.
 - iii. To lead in the development and implementation of a coordinated in country EQA program with various stakeholders.
 - iv. To provide professional leadership on EQA issues.
 - I. To conduct technical supportive supervision and mentorships#
- c. Policy and Service Development
- i. To oversee development of national EQA policies, documents, and SOPs.
 - ii. To regularly carry out needs assessments, while ensuring that training needs are addressed and in line with current practices and guidelines.
 - iii. To provide support to EQA programs from the planning phase to completion.
- d. Quality
- i. To ensure implementation of ISO 15189 EQA requirements by all laboratories
 - ii. To ensure laboratory specific procedures and processes meet ISO 15189 EQA requirements
- e. Planning and Organizational:
- i. To lead the development and long-term planning of an effective in country EQA program
 - ii. To determine data-driven solutions and implementing quality improvement plans.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- Grade Twelve (12) School Certificate

- Degree in Biomedical Sciences from a MOH recognised institution.
- Minimum five years' experience in Biomedical Sciences.
- Minimum two years' demonstrated experience in monitoring EQA program management and bench works.
- Certified/trained in QMS

SKILLS

- Proven track record of having worked in an EQA Coordinating laboratory
- Develop of quality improvement activities using relevant tools such as PDCA or PIA
- Demonstrate significant knowledge of ISO 15189/ ISO 19011 and the translation of these standards into actual activities
- Demonstrate the value of critical thinking and further demonstrate self-assessment as a critical approach to objectively addressing gaps.

Communication Skills:

-Written Skills- Ability to write comprehensive and coherent English

-Oral Skills: Fluent in English

Other skills/Attributes: Strong analytical and problem-solving skills, attention to detail, results driven, knowledge of MS Office and databases

5. Quality Assurance (QA) Manager (1)

Location: Lusaka

Reports to: National, QMS Coordinator

JOB ROLE: The Quality Assurance Manager will direct the overall operation of the QMS implementation including overseeing the implementation of QMS activities, coordination with other agencies, development of materials, provisions of service and training, collects, tabulates and interprets required data, program evaluation and staff performance evaluation. This individual is the responsible authority for ensuring reports and documentation are submitted to MOH, CDC and or other stakeholders.

Responsibilities and Duties

a. Communications:

- i. Report to the National QMS Coordinator on the functioning and effectiveness of the QMS and training programs.
- ii. Liaise with provincial biomedical scientist's, laboratory heads, and cooperating partners regarding implementation of QMS programs.
- iii. Communicate changes in legislation, recommended working practices and best practices from the government, accrediting, inspection and professional bodies to the laboratories.
- iv. Represent the Pathology and Laboratory Services unit (PLS) in relevant meetings.
- v. Ensure that information relevant to QMS is shared with the laboratories and cooperating partners.

b. Human Resources Development

- i. Oversee QMS training for laboratories and related staff.
- ii. Lead in the development and implementation of a coordinated QMS training and policies with various stakeholders.
- iii. Provide professional leadership on QMS issues.

c. Service Development

- i. Oversee development of national QMS SOPs and documents.
- ii. Oversee development and maintenance of national QMS training and personal development portfolio.
- iii. Regularly carry out research in Quality Management to ensure the national QMS implementation evolves and keeps pace with new developments.
- iv. Regularly carry out research in training needs to ensure that the training provided by the PLSU (e.g., method validation and verification) is in line with current practice guidelines.
- v. Provide support to QMS programs from the planning phase to completion.

d. Quality

- i. Coordinate QMS.
- ii. Identify areas for improvement in quality management in the laboratory services.
- iii. Develop, implement and coordinate a system of audits
- iv. Ensure that effective and immediate action is taken to resolve any issues identified in the laboratories audited.
- v. Ensure implementation of ISO 15189 requirements by all laboratories
- vi. Ensure Laboratory specific procedures and processes meet ISO 15189 and ISO 15190 requirements
- vii. Ensure compliance with new and existing international and national quality standards and regulations
- viii. Liaise with laboratory heads/provincial biomedical scientists to ensure that the quality standards defined by accreditation bodies are maintained.

e. Planning and Organization:

- i. Lead the development and long-term planning of an effective Quality Management System.
- ii. Develop and maintain an ongoing strategy to ensure that the laboratory achieves compliance and/or accreditation with the appropriate bodies and standards (e.g., ISO 15189).
- iii. Determine data-driven solutions and implementing quality improvement plans.

f. Health, Safety and Security

- i. Oversee laboratory Biosafety and biosecurity issues aided by the biosafety and biosecurity advisor

g. External Quality assurance

- i. Oversee EQA activities aided by the EQA advisor

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- Grade Twelve (12) School Certificate
- Degree in Biomedical Sciences from a MOH recognized institution with five years' work experience three of which must be a supervisory position
- Minimum five (5) years' experience in Laboratory QMS, programmatic implementation, management, and monitoring of QMS programs/activities at the district, provincial, and central level.
- Trained/certified in QMS, to include mentorship and laboratory internal auditing.

SKILLS

- Proven track record of having worked in laboratories where quality improvement has been recorded
- Knowledge of the SLMTA program, to include the management and implementation of this program
- Develop of quality improvement activities using relevant tools such as PDCA or PIA
- Demonstrate significant knowledge of ISO 15189/ ISO 15190 and the translation of these standards into actual activities
- Ability to guide laboratory teams on the development of quality manuals as a fundamental tool to guide laboratory improvement
- Demonstrate the value of critical thinking and further demonstrate self-assessment as a critical approach to objectively addressing gaps

Communication Skills:

- Written Skills- Ability to write comprehensive and coherent English
- Oral Skills: Fluent in English
- Other skills/Attributes: Strong analytical and problem-solving skills, attention to detail, results driven, knowledge of MS Office and databases

6. HIV-Associated Mortality Surveillance Data Manager (1)

Location: Lusaka

Reports to: HIV Mortality Surveillance Advisor,

Responsibilities and Duties:

The HIV Associated Mortality Surveillance Data Manager's responsibilities will include (but not limited to):

- Aid in the design, layout and implementation of the Mortality Surveillance IT System
- Aid in the analysis, interpretation and use of data collected from the aforementioned Mortality Surveillance
- Contribute to the development, improvement and evaluation of data collection tools
- Monitor, troubleshoot and provide technical assistance for all devices sent out into the field
- Aid in the design, implementation and maintenance of databases used in Mortality Surveillance
- Update, revise and review forms, applications and tools used in data collection and analysis
- Maintenance of project equipment inventory

Principle accountabilities

- Aid in the design, layout and implementation of the Mortality Surveillance IT System
- Aid in the analysis, interpretation and use of data collected from the aforementioned Mortality Surveillance
- Contribute to the development, improvement and evaluation of data collection tools
- Monitor, troubleshoot and provide technical assistance for all devices sent out into the field
- Aid in the design, implementation and maintenance of databases used in Mortality Surveillance
- Update, revise and review forms, applications and tools used in data collection and analysis
- Maintenance of project equipment inventory

Academic and Professional Qualifications

- Grade Twelve (12) School Certificate
- A Bachelor's Degree in Computer Science
- Good communication and interpersonal skills as well as the ability to work well on teams
- Wide experience in database manipulation, network management and server configuration
- Ability to quickly learn and adapt to new software technology advancements
- Fluent in English language

Other Desired Qualities:

- Self-motivation, ability to work under low supervision and observe deadlines
- Experience in utilization of ODK Collect, ODK Central for data collection and aggregation
- Experience working in and configuring Linux Server environments
- Experience working with Docker
- Working knowledge of DHIS2

7. Data Scientist (2)

Location: Lusaka

Reports to: The Director- Monitoring and Evaluation

Responsibilities

The Data Scientist (1) responsibilities will include:

- Work with HIV prevention, treatment and support programme officers to define and package minimum data sets for use as data marts on the national data warehouse and make recommendations.
- Making use of machine learning, statistical modeling, and artificial intelligence as a means for finding important connections within disparate data
- Extract data from multiple sources and synthesise it into one data set using big data acuity to find actionable insights for use by programme officers.
- Create new, experimental frameworks to collect data
- Document frequent questions made on the data for which data does not exist to improve on the completeness of the data.
- Communicate important information, insights and findings to a wide category of users including programme officers and M&E officers.
- Review programme progress reports for resolved problems.
- Train/Orient M & E staff on data management and analysis.
- Assemble a national team to support programme officers with data analysis.
- Use the knowledge of computer applications, modelling, statistics, analytics and maths to solve problems.
- Searching through large data sets for usable information.
- Conduct ad-hoc analysis of data and present results in a clear manner through easy-to-understand graphs, charts, tables and reports.

Qualifications for Data Scientist (1)

- Must have a Master's Degree in Demography, Mathematics, Economics, Biostatistics or any other quantitative field with a Bachelors in a quantitative field.
- Must have a Full Grade 12 certificate or equivalent.
- Must have 5 years' experience or more
- Should have Knowledge and/ Certification in statistical computer languages (R, Python, SQL, etc.) and statistical packages to manipulate data and draw insights from large data sets.

Skills

- Experience with common data science toolkits and programming languages such as Python and statistical packages, such as R, STATA, SPSS, Epi Info etc.
- Experience with data visualisation tools, such as Tableau, Power BI etc.
- Excellent analytical and problem-solving abilities.
- Excellent DHIS2 and SmartCare systems understanding and use.
- Ability to break down and understand complex relationships among different programmes in the Ministry of Health.
- Great work ethic and intellectual curiosity.
- Must be a team player with ability to teach or orient others.
- Excellent communication skills both written and oral especially around analytical concepts and methods and reporting techniques.
- A drive to learn and master new technologies and techniques.

- Must be a proactive person who fetches information from various sources and analyses it for better understanding of programme performance and model programme outputs and inputs for certain processes within a programme.
- Must be a self-starter and works with minimum supervision.
- Good applied advanced statistical techniques and concepts (regression, properties of distributions, statistical tests and proper usage, and machine learning, coding languages, databases scenario analysis, modelling, clustering, decision trees, neural networks, reporting techniques etc.

Responsibilities

The Data Scientist (2) responsibilities will include:

- Extract data from multiple sources and synthesise it into one data set using big data acuity to gain useful insights for use by programme officers.
- Transferring and cleaning data between formats to make it more appropriate for analysis
- Develop custom data models and algorithms to apply to data sets.
- Assemble a national team to support programme officers
- Use a combined knowledge of computer science and applications, modelling, statistics, analytics and maths to solve problems.
- Searching through large data sets for usable information.
- Identify patterns and trends using artificial intelligence, machine learning and make predictions based on data to develop processes and tools to calculate data accuracy.
- Transferring data into a new format to make it more appropriate for analysis.
- Mine and analyse data from the Ministry's various systems to derive insights that are key for programme development.

Qualifications for Data Scientist (2)

- Must have a Master's Degree in Computer Science, Information Technology, Software Engineering or any equivalent field.
- Must have a full Grade 12 certificate or equivalent
- Must have a minimum of 5 years of experience

skills

- Experience with common data science toolkits, software and statistical packages, such as R, Stata, SPSS, Epi Info etc.
- Proficiency in using tableau, Power BI, Visual Studio, or any other visualization tool
- Excellent analytical and problem-solving abilities.
- Proficiency in Server analysis using statistical computer languages (R, Python, SQL, etc) to manipulate data and draw insights from large data sets (Hadoop, Apache Spark).
- Excellent DHIS2 and SmartCare systems backend understanding and use.
- Basic Knowledge on software development principles and architecture and basic understanding of ETL processes.
- Ability to break down and understand complex relationships among different Data systems used by the Ministry of Health.
- Great work ethic and intellectual curiosity.

- Must be a team player with ability to teach/orient others.
- Excellent communication skills both written and oral especially around analytical concepts and methods and reporting techniques.
- A drive to learn and master new technologies and techniques.
- Must be a proactive person who integrates information from various sources which can be analysed for better understanding of programme performance and modelling
- Must be a self-starter and works with minimum supervision.
- Must have experience in querying large databases and knowledge complex database structures

8. Field Mortality Surveillance Officer (6 Positions)

Location: Lusaka

Reports to:

Responsibilities

The Field Mortality Surveillance Officer's responsibilities will include (but not limited to):

- Conducting verbal autopsies (VA) for all community deaths, with the assistance of community liaison officers
- identifying clients lost to follow up (LTFU) and conducting VA in instances where the client is deceased. The FMSOs asks the family members to determine the appropriate respondent knowledgeable about the deceased who provides information about the illness, its duration and any medication taken. The information is entered into a tablet during the interview and is relayed to a central server where it is analyzed in order to provide a probable cause of death. Secondly, the FMSOs will be assigning ICD 10 codes to all inpatient deaths for the purposes of improving collection of information on cause specific mortality. Physicians and FMSOs in participating facilities will be training in ICD-10 coding principles using IRIS, a software for assigning ICD-10 codes.
- work in facilities that have mortuaries, inpatient admissions and ART clinics.

Duties:

- Performing verbal autopsy interviews for all community deaths (BIDs) brought to the facility mortuary.
- Use of the list of patients lost to follow up at the facility and determining whether the client is deceased. If client is determined to be deceased, with the assistance of the community liaison officer at the facility, make an appointment for the appropriate time to conduct a VA interview with the family. Community deaths identified through LTFU captured in the community using VA tool.
 - FMSOs will either visit the household in the company of the community liaison officers or conduct the VA interview by phone.
- Extract individual-level causes of death information for inpatient deaths on a weekly basis:
 - Age, sex and manner of death as assigned by a physician.

- Data to be entered in a simple tool to be shared by the Mortality Surveillance Advisor at the MOH.
The information collected is supposed to compliment the information collected by the HMIS.

- Assign ICD codes for all inpatient deaths.
- Other duties as assigned.

Qualifications

- Minimum Grade 12 certificate or equivalent.
- Post graduate qualification is an added advantage.
- Good communication and interpersonal skills as well as the ability to work well on teams
- Basic knowledge in Microsoft Office.
- Fluent in English language.
- Fluent in at least one local language is an added advantage.

Other Desired Qualities:

- Self-motivation, ability to work under low supervision and observe deadlines.

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**.

The closing date for receipt of applications is **5th November, 2021**. Only short-listed candidates will be contacted.

The Permanent Secretary - (TS)
Ministry of Health
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Lusaka