

Vacancies

Who We Are?

With over 20 years of experience, PSI/Zimbabwe now registered as Population Solutions for Health is looking for candidates who hold the requisite qualifications and experience to apply for the exciting position below.

1. Key Populations Officer – Masvingo*1 (Full time)

Job exists to provide leadership, targeted community engagement, demand generation, monitoring and evaluation, quality assurance and supervision of key populations for the clinical HIV Prevention, treatment and care interventions implemented directly by PSH and through sub award partners.

Your Contribution – Key Responsibilities.

- Serves as a member of the PSH New Start services team, ensuring the coordination and linkages to comprehensive HIV/Sexual and reproductive health (SRH) services for Key Populations.
- Provides oversight and support to KPs partner organisations and community based enhanced peer mobilisers (EPMs), meeting weekly and as needed to review and plan activities against targets and to train, mentor, supervise, coach, and build capacity.
- Maps and monitors KPs hotspots coverage by demand generation and community mobilisation activities.
- Develops outreach schedules in liaison with Clinical Services Coordinator and explores demand generation and community mobilization opportunities with other partners.
- Collaborates with the KP community footprint and the Clinical Services Coordinator and creates opportunities to identify KPs requiring clinical self-testing, HIV/SRH, services and includes these in a comprehensive KPs services package.
- Attends weekly / monthly program review meetings.
- In liaison with KP partners and DSIEs, strengthens routine monitoring and evaluation of KP data and ensure that data is analysed to inform decision making for program improvement.
- Monitors the quality of data collection by EPMs using the DHIS2 tool to demonstrate the HIV services cascade from community to services and across partners.
- Provides M&E support to partners and KP community footprint.
- Identifies training and capacity development needs among local KP EPMs and implementing partners, and conducts, coordinates and evaluates trainings, including standardization of messages and approaches.
- Supports and supervises PSH- direct EPMs and EPMs from implementing partners in the development and facilitation of individual and small group behavioral change and risk reduction interventions, as well as community mobilisation activities.
- Facilitates and tracks care and treatment linkages between facilities and partner organizations.
- Liases with KP Partners, DAC, MOHCC, and PSI DREAMS partners at district level to ensure synergies for smooth implementation.
- Ensures smooth coordination of KP partner monthly and ad-hoc meetings, joint field visits and representation at relevant for a, including participation in the KP technical working groups and updates.
- Liases with the DAC, MoHCC and implementing partners to ensure synergies for smooth implementation.
- Supports and coordinates community led monitoring activities at the New Start Centre and for Health facilities in their districts.



- Coordinates the provision of KP friendly services both at site and on outreach.
- Maps and monitors KP hotspots coverage by demand creation.
- Develops outreach schedules in liaison with Clinical Services Coordinators and explores demand generation opportunities with other partners.
- Ensures availability of KPs IEC materials and commodities at key contact points.
- Generates demand for integrated services offered by New Start Centre.
- Works with the marketing department and harmonizes the development and dissemination of KP related IEC materials using the national HIV communication strategy.
- Ensures continuous availability of commodities for key populations such as lubricants and condoms.
- Creates opportunities to enhance mobilisation and linkage of clients to HIV/ SRH services and ensure their access to comprehensive and friendly KP services.

What Are We Looking For?

- A Degree in Health Sciences, Health Promotions, Social Work, or related Social Science field.
- Five years' work experience in program management related to development and/or community mobilization for outreach-based HIV services interventions.
- Good analytical skills with excellent attention to detail.
- Demonstrated computer skills and experience, including Microsoft Office and spreadsheets.
- Demonstrated skills in training, coordination, facilitation, communication, documentation, and report writing.
- Ability to work with people from diverse backgrounds.
- At least 2 years of clean class 4 driver's license.
- Demonstrated experience, knowledge and sensitivity working with KP individuals and communities.

2. District HIV Biomedical Prevention Officer – Mangwe *1 (Part Time)

The job exists to provide support to DHEs in implementation, monitoring and review of VMMC transition progress and program management performance across health system pillars; support DHEs to integrate VMMC program into a broader combination HIV prevention package (HTS, STI and Condoms, VMMC, Pre-Exposure Prophylaxis, among others) at all levels within the district.

Your Contribution – Key Responsibilities.

- Supports DHE members to implement Combination HIV Biomedical prevention work plans, as part of the broader health systems strengthening.
- Conducts program follow-up assessments and develops associated management action plans across DHE functions and facilities.
- Conducts annual and quarterly evidence driven work-planning and budgeting which will feed into consolidated PHE subgrants.
- Supports subgrant implementation and compliance according to approved work plan and budget, including periodic site visits and supports documentation checks.
- Supports VMMC RBF pilots and rollout including supporting QA and verification exercises.
- Consolidates inputs across different funding streams at the district level, including supporting DHEs to cascade and expand the management development approaches proven under OPTIMIZE to expansion districts.
- Collaborates with the Health Promotion Officer to in demand creation activities by offering technical support to Civil Society Organisations, Schools, and Health Centre Committees using the National Combined



Communication Strategy.

- Supports the documentation of best practices/lessons learnt in implementing Combination HIV Biomedical prevention initiatives at the community, facility, and district level.

What Are We Looking For?

- Diploma in Community Nursing, Health Promotion, or other relevant qualification
- At least 2 years' experience in the VMMC programming and implementation.
- Good computer skills: Email, PowerPoint, Excel, Word, and virtual communication platforms
- Good analytical and report writing skills.
- Clean class 4 driver's license, at least 2 years old is an added advantage

3. Office Assistant - Mutare *1 (Part Time)

The job exists to ensure that a clean, safe, and healthy working environment conducive for maximum staff welfare is maintained and sustained daily.

Your Contribution – Key Responsibilities.

- Cleans and vacuums offices, to ensure good working environment for staff daily.
- Collects all refuse bins from offices and empties them in the designated waste collection bin daily.
- Dusts desks, window seals, furniture, and other equipment daily.
- Cleans ablution facilities and ensure adequate provision of toiletries
- Serves tea and refreshments in meetings and to visitors.
- Checks on office equipment, identifies and reports damaged office property and alerts supervisor.
- Assists with buying groceries and other assigned errands.
- Assists by manning the reception as and when required.
- Loads and offloads stocks and equipment.
- Conducts stock take for the region in collaboration with the Regional Administrative Assistant.
- Ensures all lights are switched off before locking of offices.

What are we looking for?

- 5 'O' 'levels including English Language.
- At least 1 year working experience.
- Strong interpersonal and Communication skills.
- Hardworking and able to Communicate at all levels.

4. Contact Centre Counsellor – Harare *5 (Part Time)

Job exists to create the first point of contact between PSH, and clients engaged through the PSH Toll Free & Digital media channel platforms, ensuring that each client receives timeous quality consumer-centered service.

Your Contribution – Key Responsibilities.

- Provides first line psychosocial support and/or counselling to clients based on individual client requirements as deemed relevant and necessary
- Provides knowledge on PSH products and services through either inbound enquires or outbound



communication initiated to raise awareness

- Refers & links clients to relevant and appropriate service delivery point(s) and/or service provider(s) based on client needs, and does referral follow up for the same
- Initiates outbound communication as follow up or confirmation of successful linkage/service uptake by previously engaged clients
- Escalates client queries requiring further assistance, ensures query resolution and provides feedback to clients within standard turnaround times.
- Records all inbound enquiry and outbound communication details for daily/monthly report submission.

What Are We Looking For?

- Diploma in Counselling / Social Sciences.
- Counselling/psychosocial related degree an added advantage
- One year working experience in a similar role.
- Experience working in counselling and/or call center environment.
- Familiarity with GBV, HIV & SRHR programming is an added advantage.

How to apply?

In return, PSH offers competitive remuneration, commensurate with qualifications and experience. PSH is an equal opportunity employer and encourages applications from qualified individuals regardless of gender identity or expression, race, religion, national origin, or disability.

All interested candidates are encouraged to follow the following steps when applying:

Step 1: Complete the Application for the position you wish to apply for:

- a) [Click Here](#) to apply for the Key Populations Officer position.
- b) [Click Here](#) to apply for the District HIV Biomedical Prevention Officer position.
- c) [Click Here](#) to apply for the Office Assistant position.
- d) [Click Here](#) to apply for the Contact Centre Counsellor position.

Step 2: Send your updated CVs to recruitment@psh.org.zw

All Applications should be shared not later than **August 29, 2022**.

Please note that applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

