



MINISTRY OF HEALTH

AFRICA CDC REGIONAL INVESTMENT FINANCING PROJECT ID P167916 (ACDCP)

EMPLOYMENT OPPORTUNITY

PROJECT BACKGROUND

The Ministry of Health (MoH) with support from the World Bank is implementing the Africa Centres for Disease Control and Prevention (Africa CDC) Regional Investment Financing Project (ACDCP) which aims to enhance Public Health Security capacity by supporting the establishment of infectious disease control systems on the African continent.

The Africa CDC is a specialized technical institution of the African Union established to support public health initiatives of Member States and strengthen the capacity of their public health institutions to detect, prevent, control, and respond quickly and effectively to disease threats. To help Africa CDC and countries in the region cope with the burden of disease threats and outbreaks, the World Bank has provided funding to the Africa CDC headquarters in Addis Ababa, the Ethiopian Public Health Institute (EPHI) and the Zambia National Public Health Institute (ZNPHI) for strengthening vital institutional capacities to execute measurable public health functions through the Africa Centers for Disease Control and Prevention Regional Investment Financing Project (ACDCP).

The overall Project Development Objective (PDO) is to support Africa CDC to strengthen continental and regional infectious disease detection and response systems.

The Zambia National Public Health Institute now seeks to engage the services of suitably qualified candidate to fill the vacant post of an Information Technology Specialist- Digital Solution (DS) under the ACDCP Implementing Unit (PIU) to support the project implementation on all Information Technology related issues.

1. Information Technology Specialist-Digital Solutions

- a. **Duty Station:** Zambia National Public Health Institute PIU, Lusaka
- b. **Reports to:** Project Coordinator – ACDCP
- c. **Title:** Information Technology Specialist- Digital Solutions (1 Post)

Objectives of the Assignment

The main duty of the Information Technology (IT) specialist - Digital Solutions will be to support information technology systems and users, install computer systems and software, and maintaining computer networks and connectivity. The IT Systems Specialist takes the lead in the development of ICT Infrastructure, provide guidance on ICT needs, develop,

manage, and maintain the ICT environment and infrastructure. The IT-DS specialist will carry out the following critical duties and responsibilities.

S/N	Key Result Area	Principle Accountabilities
1	Systems Administration	Develop and implement ICT policies, guidelines, standard procedures, and solutions
		Provide input and technical expertise relating to technical requirements for the procurement, installation and repair of computer systems, services, accessories, hardware, software, etc.;
		Offers troubleshooting, support, and repair when IT equipment or networks malfunction
		Installing or upgrading components, setting up software
		Enforce systems security for data and infrastructure and maintaining information security through controlled hardware or software installation and staff education
		Perform data back-ups and ensuring data storage is safe and secure.
		Maintains records of hardware and software inventory (Inventory management)
		Schedules and executes ICT maintenance activities pro-actively for the responsible hardware and analyses and solves occurring technical ICT problems with standardized solutions.
2	Leadership opportunities	Develops new and innovative systems and methods, when needed in cooperation with external ICT parties.
		Provide expert voice in tech strategy
		Provides IT support, training, and orientation for new technology users
		Provide overall leadership to the ICT operations including computer systems operations, technical support, data control, systems security, website development, database management, and telecommunications and IS training.
		Develop and manage the implementation of Information and Communication Technology environment and infrastructure in a cost-effective manner.
3	Digital Solutions	Design systems and assess the effectiveness of technology resources already in use or new systems that are being implemented
		Support the establishment of an Information, Communication and Technology (ICT) center (including hardware and software) data management, communication and security systems at the Laboratory and office complex to be built.
		Support the PIU and ZNPHI in strengthening health information systems, specifically focusing on electronic disease surveillance and frontline data capture and monitoring and supervising tools for health service delivery. These include: (i) conducting IT due diligence with respect to use of IT in project related activities; (ii) assess appropriate technologies and good practices that can be adopted, including mobile, web-based and geographic information system-based technologies; and (iii) develop guidelines for implementing the project health information systems.
4		Designs, monitors, documents, and manages the electronic or procedural regulation of information flow in the organization and makes sure this flow is consistent and secure.

S/N	Key Result Area	Principle Accountabilities
	Monitoring and Evaluation	Perform periodic security audits and system or network vulnerability assessments.
		Monitors performance of the ICT environment and processes and reports errors and threats.
5	Partner Engagements	Offer expert advice for any ICT partnerships/contract negotiations
		Manages contracts with external ICT providers,
		Collaborates with partners/stakeholders through solutions to solve problems
6	Any other Duties	Any other duties as assigned

Contract Duration

This is a consulting assignment. The service is initially for a period of 2 years, subject to extension based on satisfactory performance.

Qualifications and Experience

- Bachelor's Degree in Computer Science, Information Communication Technology, Computer Mathematics or Computer Engineering or related field
- Additional post graduate qualifications in ICT will be an added advantage
- Preferably 7 years of relevant experience in developing and managing information management systems with a strong background in Computers and Networks
- Experience in working on donor funded projects will be an added advantage
- Extensive experience in conducting and facilitating trainings/workshops
- Experience setting up and troubleshooting various technical equipment such as laptops, video conferencing systems, mobiles, servers etc.
- should have an in-depth knowledge of various computer hardware and software technologies.

REQUIRED COMPETENCES

- Good and diverse knowledge of e-Governance, e-Government, and information management systems
- Excellent facilitation and communication skills
- Good understanding and practice of information systems design and management
- Good at decision making, problem solving and critical thinking,
- Good written and verbal communication, and interpersonal communication
- Ability to work under pressure and be able to meet goals.
- Excellent written and spoken English

2. Laboratory Specialist

- Duty Station: Zambia National Public Health Institute PIU, Lusaka**
- Reports to: Project Coordinator – ACDCP**
- Title: Laboratory Specialist (1 Post)**

Objectives of the Assignment

The Laboratory Specialist will primarily be responsible for implementation of the Laboratory aspects of the Project including contributing to the design and procurement of the equipment for the BSL 3 Laboratory to ensure adherence to set standards and quality. This requires working closely with the ZNPHI Laboratory Systems and Networks (LSN) cluster.

Technical Responsibilities

- conducting laboratory assessments, capacity building and strengthening of the laboratories;
- supporting strategies to enhance diagnostic surveillance systems;
- support for improved and sustainable laboratory services both at the national and subnational levels with an emphasis of strengthening the role of the Public Health Reference laboratories for greater sustainability of laboratory services, including strategies for maintenance of QMS;
- Support hub system for specimen referral, testing, and result transmission
- Laboratory Information Management Systems (LIMS);
- biosafety and biosecurity;
- increased utilization of the National Health Laboratory standards and regulations; and ensuring effective national, regional, and local partnerships and collaborations with technical experts and other professionals

Main Duties/key Responsibilities

This position is suitable for an experienced laboratory scientist with public health experience. The Laboratory Specialist will work very closely with the ZNPHI Director of LSN and his team. The Laboratory Specialist is expected to develop collaborative relationships with other project staff, interact with internal and external clients and partners. The laboratory specialist will provide technical assistance, quality assessment and capacity building services to ensure and enhance the quality of laboratory services associated with the Project. Specifically, the key responsibilities are:

- Work closely with the ZNPHI Laboratory System Network Cluster in achieving the goals of establishing a functional One Health public health laboratory system and network for Zambia, particularly the design, equipping and operationalisation of the national BSL-3 laboratory facility to be constructed under the ACDCP.
- Participate in and provide technical input in the design and construction of the BSL1, BSL2 and BSL3 Laboratory.
- Advise ZNPHI/MOH on the type and specification of Laboratory equipment to be procured for the Laboratories to be constructed under the project.
- Support the development of equipment maintenance and calibration plan for the BSL1, BSL2, BSL3 laboratory.
- Support the implementation of good laboratory practices and biosafety & biosecurity standards.
- Support to build laboratory network and foster collaboration between the Regional Centre of Excellence (BSL 3) and other National and regional Public Health Laboratories.
- Support to establish a sample referral system and feedback mechanism between the Regional Centre of Excellence (BSL 3) and other National Public Health Laboratories
- Support expansion of sentinel surveillance sites for AMR and human and animal diseases.
- Contribute to the development of research agenda for priority pathogens including result dissemination and scientific publications

- Contribute to development of BSL3 laboratory standard operating procedures and other management documents compliant with national and international quality and governance standards.
- Support the development of management processes such as supply chain monitoring plan for the BSL-3laboratory.
- Participating in activities relevant to laboratory committees, working groups and other expert groups as required
 - Participate in developing and monitoring of annual work plans and budgets and execute the work-plan and budget using team effort.
 - Support the development of training plan and participate/ facilitate in trainings for laboratory staff that include test methods, QMS (including mentorship towards accreditation), biosafety & biosecurity, laboratory management and others.
 - Conduct assessment of needs for expansion of laboratory testing profiles and placement of new equipment and support operationalization of satellite ZNPHI laboratory sites and public health laboratory network laboratories.
 - Support laboratories in data management and data sharing.
 - Support the implementation of laboratory-based sentinel surveillance activities and ensure timely laboratory communication of results of notifiable disease from sub national to national level and within the national public health laboratory network.
 - Support the implementation of laboratory activities in the AMR national action plan.
 - Perform other duties as assigned.

Contract Duration

This is a full-time position. The service is initially for a period of 2 years, subject to extension based on satisfactory performance, for the duration of the Project.

Qualifications and Experience

- Bachelor's degree in medical laboratory sciences or biological sciences or other related biomedical sciences discipline is required.
- Postgraduate qualification in a Science field, Public Health field, or any relevant equivalent subject preferred
- At least five-year work experience at senior level managing public health laboratories and/or laboratory programs under donor funded projects.
- Experience of working with high pathogens risk and biosafety level 3 or 4 laboratories will be an added advantage
- Experience in supporting the design, construction and equipping of a laboratory will be an added advantage
- Experience in implementing quality management systems and laboratory quality control (including external quality assurance program)
- Familiarity with international biosafety and biosecurity regulations.
- In-depth understanding of relevant laboratory policies, standards, and guidelines.
- Experience of participation in research and publications
- Experience in organize and facilitate training/ workshop for health professionalsExcellent communication skills (both written and oral) in EnglishProficiency in use of general computing applications such as MS Excel, Word, Power point Member of relevant professional body is an added advantage.

Demonstrable Skills And Competencies

- A team player with strong interpersonal communication skills, relationship building and networking skills;
- Strong analytical skills with an ability to evaluate and propose strategic options;
- Ability to multi-task (prioritize, organize, schedule work);
- Ability to think critically and strategically in difficult conditions to diplomatically challenge the status quo and encourage shared ownership of outcomes;
- Commitment to ensuring that knowledge transfer and capacity building is central in the work;
- Ability to work under pressure and meet tight deadlines.

3. Internal Auditor

- a. Duty Station: Zambia National Public Health Institute PIU, Lusaka**
- b. Reports to: Project Coordinator – ACDCP**
- c. Title: Internal Auditor (1 Post)**

Objective of the assignment

The Internal Auditor will primarily be responsible for providing assurance that the systems of internal controls, risk management and governance arrangements are operating effectively and efficiently. The IA will undertake systems compliance audit of the institution, ensuring that Project complies with provision of the financing agreement, disbursement letter and project implementation manual. The IA will also be responsible for ensuring that audit reports are prepared on time and shared with the World Bank and the Ministry of Finance. The Internal Auditor will work closely with the Director Internal Audit Unit at the Ministry Headquarters:

Duties and Responsibilities

The Internal Auditor (IA) shall carry internal audits of the Africa Centres for Disease Control and Prevention (Africa CDC) Regional Investment Financing Project (ACDCP) in accordance with international standards of auditing as issued by the International Internal Audit Standards Board (IIASB). The IA will undertake the following duties and responsibilities:

- Develop and implement appropriate audit systems for the project to meet the requirements of the Government of Zambia (GRZ) and The World Bank at central level.
- Prepares internal audit plans and undertakes timely audit assignments for the the Zambia Africa CDC project to assess the effectiveness of the internal controls
- Timely prepares audit reports arising from the audit of Africa CDC Project and shares the report with World Bank and MOH.
- Monitor progress in the implementation of Africa CDC Projectaction plan and establish expenditure tracking systems to ensure value for money in the system.
- On a sample basis, review payments being processed by the project to ensure full documentation, proper authorizations, compliance with procurement procedures and any other requirements such provision of advance or performance bonds.
- Assess whether good, civil works, consulting and non-consulting services have been procured in accordance with laid down procedures by World Bank, ZNPHI and the MOH
- Assist with the development of various documentation, reports or any materials required from time to time by the Ministry of Health and World Bank. This will include amongst others, the audit reports, annual reports, progress reports on the Africa CDC Project

- Provide assurance that the funds provided to the project are being used for the intended purpose and the financial management arrangements in place are adequate;
- Assess whether the statements of expenditures, the IFRs and other accounting information reported to management are accurate and in compliance with the guidelines and procedures
- Provide recommendation to improve controls or reduce financial management risks and make follow ups on recommendation made in previous internal audit reports
- Attend and participate in project meetings and give input to audit related matters.

Duration of the assignment

This is a two-year performance-based contract that may be renewable upon satisfactory performance.

Qualifications and Experience

Minimum Professional Qualifications

- Bachelor of Accountancy and Finance, ZICA, ACCA, CIMA or equivalent or any equivalent professional accounting qualification
- Master of Accountancy, Auditing, Business Administration or any equivalent will be an added advantage
- Member of Zambia Institute of Chartered Accountants (ZICA)
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Required competences

- At least 5 years post qualifying experience of which three should be in Audit.
- Experience and knowledge of the Public Finance Act and related Financial Regulations of GRZ
- Experience and knowledge of World Bank or other Donors' financial guidelines and regulations will be an added advantage.
- Excellent oral and written communication skills
- Computer literate, particularly in MS Word and Excel
- Proficiency in Accounting packages such as Navision, IFMIS.

Interested candidates should obtain detailed Terms of Reference from this link: <http://znphi.co.zm/news/employment-opportunity> and further information from address below during office hours i.e. 08.00 to 13.00 hours and 14.00 hours to 17.00 hours.

Application letters addressed to the Permanent Secretary (Administration), Ministry of Health, should include certified copies of academic / professional certificates and detailed Curriculum Vitae with three traceable references. Applications must be submitted in hard copy to the address below or deposited in the Tender Box at the Ministry of Health, Ndeke House, Haile Selassie Road, ground floor of Ndeke House by **or before 27th May 2022 before 10:30 hours local time. Envelopes should clearly "indicate the position applied for"** under the Africa CDC Regional Investment Financing Project (167916).

If submitted in electronic copies, they must be submitted to the email addresses indicated below by the above stated time and date. The email subject line should clearly "indicate the position applied for"

Chief Procurement and Supplies Officer

For/Permanent Secretary

Ministry of Health

P.O Box 30205, Lusaka – Zambia, Tel: +260 211 253040/5

Email: jnikisi@gmail.com, sylviamwale18@gmail.com, lengwemulando1@gmail.com,

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