



MINISTRY OF HEALTH

ZAMBIA NATIONAL PUBLIC HEALTH INSTITUTE

ZAMBIA COVID-19 EMERGENCY RESPONSE AND HEALTH SYSTEMS PREPAREDNESS PROJECT ID (P174185)

EMPLOYMENT OPPORTUNITY

PROJECT BACKGROUND

The Zambia National Public Health Institute (ZNPHI) was established with a legal mandate to prevent disease transmission, implement surveillance, and prepare to effectively respond to health threats and outbreaks. The World Bank, in partnership with the Global Financing Facility (GFF), has provided US\$49 million to the Government of Zambia for the COVID-19 Emergency Response and Health Systems Preparedness Project. The project will be implemented through the Project Implementation Unit (PIU) housed in the ZNPHI.

The Project Development Objective (PDO) is to prevent, detect and respond to the threat posed by COVID-19 in Zambia and strengthen national public health systems for preparedness.

The Project has three strategic components: (i) Emergency Public Health Response to COVID-19; (ii) Resilient Health Service Delivery; and, (iii) Project Management, Operational Research, and Governance and Accountability. Each component has complementary actions defined under sub-components for each implementing entity.

The ZNPHI now wishes to engage the services of a suitably qualified candidate to fill the vacant post of Communication Specialist and Financial Management Specialist under the COVID-19 Emergency Response and Health Systems Preparedness Project (ZCERHSP).

- a. **Duty Station:** ZNPHI
- b. **Reports to:** ZCERHSP Project Manager
- c. **Title:** Communication Specialist (1 Post)

Objectives of the Assignment

The Communication Specialist will be responsible for supporting MoH and ZNPHI to develop, coordinate and implement project-specific Risk Communication and Community Engagement (RCCE) plan responding to communication activities included under the Zambia COVID-19 Emergency Response and Health Systems Preparedness Project (P174185) and the Additional Financing for the Zambia COVID-19 Emergency Response and Health Systems Preparedness

Project (P176400). S/He will support implementation the COVID-19 emergency activities, maintenance of essential health services, increasing the acceptance and demand for vaccines, and vaccine roll out to priority groups, especially the vulnerable populations, the elderly, people with disabilities. S/He will take the lead in identifying and implementing appropriate behavioral risk communication activities under the Project, using effective behavioral change communication and community engagement methodologies.

Duties and Accountabilities.

Under the broad guidance of the Project Manager, the Communication Specialist will assume primary responsibility for developing and implementing a project specific RCCE Plan; with a focus on behavioral change communication. The communications and community engagement efforts and strategies will be tailored to the specific needs of the vulnerable and hard-to-reach population. S/He will be responsible for conceptualizing, planning, organizing, and executing behavioral change activities stipulated in the COVID-19 Risk Communication and Community Engagement (RCCE) strategy and creating and managing content for the COVID-19 digital platform. The Communication Specialist will also be responsible for developing partnerships with other relevant organizations and stakeholders to disseminate information and create awareness about topical COVID-19 and related SGBV issues and the Project interventions and activities in a simplified manner. S/He will coordinate the development of IEC content for a wide variety of communications vehicles, including electronic and print publications, the intranet, video, social media, newsletters, roller stands, posters, blogs, Project website and other emerging electronic media. Working with the M&E Specialist, the Communication Specialist will undertake a Knowledge, Attitude and Practices (KAP) study on the COVID-19 response; whose results will feed into the activity planning process.

Contract Appointment

This will be a fulltime position for a period of 18 months.

Qualifications

The Communication Specialist will be an experienced individual with demonstrated capabilities in behavioral change and risk communication. A motivated person and proactive with the right combination of talent, energy, and a commitment to technical excellence. S/He will be expected to have the following minimum qualifications:

- A university degree in Journalism, Mass communications, Social Science, Public Health, Communications, or any other relevant University degrees.
- Advanced knowledge and application of communication principles and practices is desirable.
- Strong interest and/or proven experience in the development and implementation of risk communications strategies and plans
- Sound understanding of the National COVID-19 Response and Vaccination Programs and other preventive measures.
- Training in public health education, health communication or health promotion is highly desirable.
- Experience working with the Ministry of Health in implementing similar programs would be an advantage.

Required Competences

- Proven experience in behavioral risk communication, health promotion community engagement, or related social science; with demonstrated capabilities in community engagement, developing and implementing behavioral change communication strategies, access to health services, health promotion and communicating via edutainment.
- Proven ability to develop approaches and IEC materials for diverse target audiences, including messaging on health-related discoveries, vaccinations, and other culturally sensitive issues.
- Demonstrated experience in implementing visibility communications.
- Experience in writing project success stories, lessons learnt and best practices.
- Demonstrated and extensive social media experience.
- Proven training and capacity building skills for a range of stakeholders.
- Working knowledge of MS Office; photo and video-editing software is an asset
- Excellent oral and written communication skills with the ability to present complex material in a simple, understandable way.
- Strong analytical and creative skills.
- Possess initiative, reliability, and honesty.
- Ability to work effectively as a team player in a dynamic environment.
- Excellent interpersonal skills, persuasive and relationship building skills including dealing both directly and indirectly with government officials and other development partners/stakeholders at various levels.
- Demonstrated ability to work productively in a diverse, fast-paced environment, and to work under pressure to tight deadlines.

Position: Financial Management Specialist

- a. **Duty Station:** ZNPHI, Lusaka
- b. **Reports to:** ZCERHSP Project Manager
- c. **Title:** Financial Management Specialist

Objectives of the Assignment

The Financial Management Specialist (FMS) shall be part of the Project Implementation Unit (PIU) at the ZNPHI. He/She shall support the implementation of all finance-related activities of the Project. These range from inputs to the AWPB preparation process and budget control, funds commitment, disbursements and cash flow management in an effective and efficient manner, financial reporting to ensure smooth audits and facilitation for supervision missions on all financial management and administration aspects. The Financial Management Specialist shall also assist in ensuring that Project activities are implemented in accordance with the World Bank (WB) and Government of Zambia (GRZ) Financial Management Policies and Guidelines, Project Appraisal Documents and Agreements, and Financial Management Operational Manual. S/He shall ensure the timely disbursement of funds to the Project implementing entities by supporting the development and maintenance of an effective disbursement, monitoring, utilization and reporting environment that facilitates and contributes to the achievement of the Project's goals and objectives. The FMS is expected to work in liaison with the Governance Specialist in implementing the Project's Governance and Accountability Action Plan.

Duties and Responsibilities

- a. Develop and implement appropriate financial and accounting systems for the Project to meet the requirements of the Government of Zambia (GRZ) and the World Bank at central and decentralised level.
- b. Establish the financial and administrative policies, systems, formats and procedures, including those for service contracting, budgeting and accounts and audit.
- c. Finalize, within three months after start of duty, a manual on financial management and administration by the PIU, implementing partners and beneficiaries, which sets the minimum standards of compliance for the financial management and administration under the Project financing;
- d. Coordinate financial planning and management of the Project and establish expenditure tracking systems to ensure value for money in the system.
- e. Install appropriate accounting software and reporting systems to ensure that the PIU and especially the Project Manager are regularly informed of on-going financial activities and transactions.
- f. Ensure the ZERHSP structure in terms of its components, sub-components, categories, activities, and approval limits are accurately profiled in the NAVISION and GRZ Integrated Financial Management Information System.
- g. Undertake financial management capacity assessment of partner implementing agencies, NGOs/CBOs and the process documented during the selection process with any identified gaps used for capacity building purpose.
- h. Communicate to all implementing partner institutions, service providers and community-based recipients their financial and administrative responsibilities, the funds available and how to access them, and the requirements of reporting and record keeping in accordance with prevailing government practices which are acceptable to the World Bank.
- i. Undertake spot checks and financial management reviews of implementing partners at decentralised level.
- j. Timely prepare and consolidate all financial reports from each level of the Project and ensure reports are produced in accordance with GRZ and World Bank regulation.
- k. Prepare informative management accounts in the form of monthly, quarterly, semi-annual and annual reports regarding aspects of Project financial monitoring bringing out variances as per approved AWPB and advising implementers as to the limits of expenditure;
- l. Ensure that all Programme funds are used in accordance with the conditions of the loan agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
- m. Ensure that all necessary supporting documents, records and accounts are kept in respect of all Project activities, with clear linkages between the books of account and the financial statements presented to the financiers;
- n. Ensure that the designated account is maintained in accordance with the provisions of the financing agreement and in accordance with the financier's rules and procedures;
- o. Ensure that the financial statements are prepared in accordance with International Public Sector Accounting Standards (IPSAS) as adopted in Zambia;
- p. Maintain all accounting and administrative records in a form appropriate for regular internal auditing.

- q. Liaise with external auditors to audit the Programme accounts to meet the required submission dates by the World Bank;
- r. Oversee tax matters of the Project, ensuring that tax exemptions for the procurement of goods for the Project are secured at the appropriate time;
- s. Process documentation and follow up on disbursements from the government and World Bank to ensure that releases are not delayed and ensure that funds, and other supplies for Project implementation are disbursed or released in a timely manner;
- t. Prepare and submit regular withdrawal applications to the World Bank and follow up to ensure that the Project does not run short of liquidity;
- u. Follow up on all Project funds released to implementing partners for timely retirement and proper utilization;
- v. Ensure that statements of expenditure (SOEs) are carefully compared for eligibility with relevant financial agreements and the disbursement handbook, and with budget control discipline;
- w. Ensure that fixed assets are well accounted for and verification of the condition of assets and their location is undertaken annually.

Contract Duration:

This is a full time position for a period of two-years.

Qualifications and Experience

The Financial Management Specialist shall have:

- Form V or Grade 12 School Certificate
- Bachelor of Accountancy degree, ACCA, CIMA, ZICA or any equivalent professional accounting qualification
- Master of Accountancy, Business Administration or equivalent will be an added advantage
- Member of Zambia Institute of Chartered Accountants (ZICA)
- At least ten years of relevant work experience in financial management and accounting, including at least five as a financial manager or accountant in government/donor projects or large institutions;
- Experience and knowledge of the Public Finance Act and related Financial Regulations of GRZ
- Working knowledge of IPSAS
- Experience working on a donor-funded project is desired

Required Skills and Competences

- Good report writing skills;
- Ability to work with certain degree of integrity, accountability and transparency
- Strong attention to detail and thoroughness in work product.
- Strong managerial skills and demonstrated capacity to manage people and interact with a wide range of government implementing partners, NGOs and private sector partners at different levels of Project implementation;
- Knowledge of work planning, budgeting and reporting;
- Excellent quantitative and analytical skills;

- Excellent ability to communicate clearly, accurately and concisely in English, both verbally and in writing.
- Ability to multi-task and work long and flexible hours.
- Ability to work in a team and independently with minimal supervision.
- Ability to work with tight deadlines and deliver exceptional results.
- Computer-literate including accounting packages and proficiency in the use of Excel, Word, Powerpoint and basic data base set-ups.

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 deposited in the Tender Box at the Ministry of Health, Ndeke House, Haile Selassie Road, ground floor of Ndeke House or submitted electronically. The Closing Date for applications is **27th May 2022 at or before 10:30 hours local time. Envelopes should clearly “indicate the position applied for”** under the Zambia COVID-19 Emergency Response and Health Systems Preparedness Project (P174185).

If submitted in electronic copies, the applications must be submitted to the email addresses indicated below by the above stated closing date and time.

Chief Procurement and Supplies Officer
For/Permanent Secretary

Ministry of Health

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

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