

TERMS OF REFERENCE: ACHIEVE Chief of Party / Deputy Chief Medical Officer

OFFERED BY: CIDRZ

GRADE: C9

REPORTS TO: Chief Medical Officer

Summary:

The ACHIEVE Chief of Party (COP)/ Deputy Chief Medical Officer (dCMO) will oversee the clinical and interventional aspects of the PEPFAR/CDC Centre for Infectious Disease Research in Zambia CIDRZ Care and Treatment grant. The incumbent will oversee the planning, implementation, reporting, monitoring, and quality improvement of all core activities of the care and treatment co-operative agreement.

This position will work closely with Ministry of Health Provincial and District Public Health Specialists and counterparts at CDC/Zambia and PEPFAR implementing partners. The incumbent will spend considerable time in the field (at health facilities) overseeing implementation of activities at CIDRZ supported health facilities and identifying areas for program improvement and innovation. In addition, this position will work directly with the Directors of the following CIDRZ programs: HIV, TB, Pediatrics, Implementation Science, Strategic Information, Maternal & Child Health.

CIDRZ is a non-profit organization, locally registered and fully independent institution whose vision is a Zambia and a region in which all people have access to quality healthcare and enjoy the best possible health, including a life free of AIDS.

Responsibilities:

Technical Direction for Care and Treatment (80%)

Duties include but are not limited to the following:

1. Provide oversight and support the various CIDRZ directors, provides technical assistance for the C&T grant at the point of service delivery (in health facilities) alongside ACHIEVE program staff and MOH providers with particular focus on innovative strategies to improve quality of care and achieve program goals of identifying HIV+ clients, successful linkage to ART, patient retention and achieving viral suppression in more than 95% of clients.
2. Provides support to C&T grant activities including communications with PEPFAR/CDC in regard to work plans, budgets, and reporting, and ensuring that program activities are carried out as outlined in the grant and in accordance with donor and CIDRZ policies
3. Provides technical assistance in the field to ensure support and capacity building of team leads and MOH clinical mentors and healthcare providers
4. Oversee and assist program leads in developing and writing reports (monthly, quarterly, semi-annual, and annual reports or other ad hoc reports as requested by donor and/or PI).
5. Alongside the Strategic Information Director, assists program leads in data monitoring, analysis, and development of response plans based on results
6. S/he will leverage internal and external technical assistance and academic

expertise to ensure programmes are innovative, efficient and effective.

Management of Donors and Partnerships (10%)

Duties include but are not limited to the following:

1. Effectively represent CIDRZ at MOH and partner fora through active participation in meetings and relevant national technical working groups.
2. Maintain effective liaison with CIDRZ Leadership, US government partners, and relevant technical units within the Zambian Ministry of Health to determine programmatic priorities and implementation strategies.
3. Support capacity building, technical assistance and program transition with relevant Provincial and District Health Offices
4. Maintain effective liaison with other NGO's/ PEPFAR implementing partners.

Administrative Responsibilities (10%)

1. Oversees the management of core resources and budgets.
2. Works towards long-term financial sustainability of the program and field activities
3. Works with program managers and Finance Dept. to monitor funding utilization and authorize various program related financial transactions
4. S/he will provide input into new projects, in coordination with implementation teams, through all stages from proposal writing to translation into program, including: idea generation, grant writing and strategic planning, consensus building among partners, implementation plan development
5. Participate in CIDRZ strategic planning process.

QUALIFICATIONS AND EXPERIENCE:

Required:

- MBChB, MD, or equivalent medical degree from an accredited medical school
- Post-graduate clinical training required
- Masters' in Public Health or equivalent
- Registered with the Health Professions Council of Zambia
- Demonstrated understanding of the principles of public healthcare and HIV epidemic control efforts
- Demonstrated experience in health systems programming, HIV prevention, treatment, and care programming, and/or health systems research
- Minimum 5 years of relevant clinical experience
- Experience in budget development and financial management and working effectively with diverse teams
- Proven team leadership skills
- Excellent verbal and written communication skills
- Outstanding critical thinking and creative problem-solving skills
- Ability to work independently
- High level of initiative
- Passionate about clinical care, HIV service delivery, and quality improvement

- Previous managerial experience or strong interest in managing, directing and leading teams required

Preferred:

- Familiar with public health system in Zambia
- Experience with USG funded mechanisms, and in particular managing PEPFAR-supported HIV programs