



## UNITED STATES PEACE CORPS JOB ANNOUNCEMENT

Peace Corps/Zambia wishes to invite applications from suitably qualified persons to fill the position of:

### **Program and Training Specialist – Gender & HIV/AIDS**

**Location** : Lusaka

**Work hours** : Full-time; 40 hours/week

**The funding for this position is only available through September, 2017, and will not continue without additional funding for this work under DREAMS.**

### **SCOPE OF WORK:**

#### **Basic Function:**

This position is a technical and administrative support position where the incumbent will focus efforts on Gender and HIV/AIDS technical training plus administrative and emotional support to American Volunteers serving all over Zambia. The individual will assist in the management of Volunteers under the DREAMS PEPFAR project which focuses on reducing the incidence of HIV infections among young women and girls in Lusaka, Chingola, and Ndola. Additionally, this individual will work to produce technical materials to support Volunteers conducting Gender and HIV/AIDS activities throughout Zambia. The work will require approximately 30% travel in Zambia, possibly to remote areas.

HIV/AIDS is a fundamental focus of Peace Corps/Zambia's overall program, and this area of our work is supported by the President's Plan for AIDS Relief (PEPFAR) Zambia's interagency collaborative effort to work with the Zambian government toward epidemic control. Peace Corps/Zambia is one of the largest Peace Corps posts in the world supporting various Zambian Ministries' work in Zambia under Fisheries, Agroforestry, Education, and Community Health. All Volunteers in Zambia receive training in HIV/AIDS and are expected to carry out a minimum number of activities during their two-year service, working toward prevention, care, and/or treatment efforts for epidemic control.

Under a time-limited intensive PEPFAR program called DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored, Safe) which aims to reduce new infections of HIV amongst young women and girls, Peace Corps/Zambia is working with other US Government agencies to support efforts in Zambia to reduce the incidence of HIV among young women and girls. To do so, Peace Corps/Zambia is updating its overall HIV/AIDS training package to focus on particular interventions that have shown to be effective in this area. Additionally, Peace Corps/Zambia is engaging Peace Corps Response Volunteers to work with DREAMS

implementing partners and the Ministry of Education, in Chingola, Ndola, and Lusaka, to assist in the implementation of a new, mandated Comprehensive Sexuality Education (CSE) curriculum. Currently six Volunteers are serving one-year terms in support of the DREAMS initiative. We anticipate a second corps, of at least six new Volunteers, to begin their service in January 2016.

The Gender and HIV/AIDS PTS will:

- Provide technical and administrative support to the HIV/AIDS Program Coordinator, with a special focus on the DREAMS initiative
- Produce or edit materials for use by Peace Corps/Zambia Volunteers to use toward reducing new infections amongst young women and girls
- Provide technical and administrative support to the Response and Extension Coordinator in communicating with headquarters about the new Volunteer recruitment, selection, pre-arrival, and orientation
- Facilitate, as needed, training on gender and HIV/AIDS to Volunteers and Zambian counterparts, both two-year Volunteers and Response throughout service
- Provide technical support to Volunteers in the field through site visits, phone calls, or other means
- Liaise with Zambian community counterparts attend meetings as needed with the US Government inter-agency teams, and other organizations
- Participate in project planning and implementation of activities

### **Specific Tasks and Responsibilities:**

#### **Programming**

- Under the direction of the HIV/AIDS Program Coordinator, provide training to trainees and Volunteers in Gender Equity and HIV/AIDS. The goal of these trainings will be to achieve the critical PEPFAR goal of reducing new infections, in Zambia, amongst young women and adolescent girls ages 10-24
- Write and/or edit technical briefs for the use of Volunteers in gender equity and HIV/AIDS activities and interventions
- Review and revise activities objectively and promote successful interventions amongst Zambia Volunteers
- Where needed, contribute toward the development and implementation of the PEPFAR Country Operational Plan (COP)
- Assist with data cleaning, data analysis, and the submission of PEPFAR reports and any others requested by Peace Corps Washington or other partners
- Assist to support collaborative efforts between DREAMS work and Peace Corps Let Girls Learn Initiative, wherever possible
- Actively contribute to regular work unit meetings
- Ensure inclusion of gender equity and HIV/AIDS training or activities into training events and Volunteer activities in all sectors, where possible
- Review Volunteer small grant applications for any work related to Gender and HIV/AIDS

## **Training**

- Plan and facilitate orientation training for DREAMS Response Volunteers
- Assist HIV/AIDS Program Coordinator with HIV/AIDS Technical Training for trainees, Volunteers, or Zambian counterparts
- Work with HIV/AIDS team colleagues to ensure availability of relevant HIV/AIDS materials and distribution of those, electronically or hard-copy, to PCVs at appropriate times in their service

## **Volunteer Support**

- In conjunction with the Peace Corps Response and Extensions Coordinator, reach out to invited Response Volunteers for orientation purposes before they arrive in Zambia to assist them with understanding expectations of life as a Response Volunteer in Zambia
- Conduct Site Assessments and Site Development visits prior to the Volunteers' arrival in-country
- Provide regular, timely, locally appropriate technical and personal support to Volunteers through site visits, e-mail and phone communication
- Meet with local officials and authorities, government and traditional, to discuss Volunteer issues and progress
- Attend to communication and questions on Gender Equity and HIV/AIDS from Volunteers
- Attend and provide facilitation and guidance to Volunteers during biannual Provincial Meetings as needed

## **Liaison with Host Country Counterparts and other organizations:**

- Support Peace Corps' collaborative relationship with counterparts from National AIDS Council, Ministry of Health, and other government officials at national, provincial and district levels
- Identify gaps in our support to Zambian counterpart technical understanding and devise and implement strategies to improve the support
- Identify and maintain contact with actual and potential relevant counterpart organizations and NGOs

## **Administration/Meetings**

- As needed, represent Peace Corps/Zambia at USG inter agency meetings
- Attend DREAMS specific USG meetings
- Attend quarterly DREAMS district-level coordination meetings
- Provide reports on site visits conducted and any special meetings or conferences attended
- Keep up to date with, understand, and represent Peace Corps policies to trainees, Volunteers, and counterparts
- Inform HIV Program Coordinator, Project Managers, Medical Officers, DPT, and/or CD on Volunteer issues of special concern
- Enter communications with Volunteers into the VIDA database system on a daily basis in order to show the level of support you are providing and Volunteers may need
- Attend regular work unit meetings or all-staff meetings or retreats

- Participate in annual strategic (IPBS) planning meetings
- Where requested, attend PEPFAR Interagency All-Hands meetings and backstop the HIV/AIDS Program Coordinator to attend monthly Technical Working Group meetings, possibly on Prevention, Care and Support, and Strategic Information

### **Additional Responsibilities**

- Safety & Security: Must be knowledgeable and fully familiar with the Peace Corps/Zambia Emergency Action Plan and his/her role in Volunteer safety & security
- Perform other duties as assigned by the HIV/AIDS Program Coordinator
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### **Required Qualifications:**

- Diploma or higher in Health, Social Sciences or related field of study
- Three years of substantive experience working in the field of Gender Equity and HIV/AIDS in Zambia including working within the formal education sector in Zambia
- Expertise in grass roots development methodologies including programming and training support.
- Good working knowledge of the English language both spoken and written
- Good communication and interpersonal skills, including demonstrated ability to work as a team member in a fast paced and multi-cultural environment
- Proficiency in working with computers, including Microsoft Office suite and Outlook email

To apply, submit an application letter that clearly addresses the Required Qualifications, CV and list three references. Applications must arrive at the Peace Corps Office on or before the closing date of **July XX, 2016**.

Only short-listed candidates will be notified and no telephone inquiries will be entertained. Address applications to:

**The Human Resources Specialist,  
Peace Corps Zambia,  
Plot 71A Kabulonga Rd.  
P.O. Box 50707, Lusaka, Zambia**

Email: [zm01-jobs@zm.peacecorps.gov](mailto:zm01-jobs@zm.peacecorps.gov) clearly stating name and position applied for in subject line

Peace Corps Zambia is an equal opportunity employer. All qualified individuals are welcome to apply as long as they can work in Zambia under local conditions. Eligibility for work permit is required for non –Zambians.