



NATIONAL HIV/AIDS/STI/TB COUNCIL

ADVERTISEMENT

EMPLOYMENT AND INDIVIDUAL CONSULTANT OPPORTUNITIES

The National HIV/AIDS/STI/TB Council (NAC) is a body corporate established under the National HIV/AIDS/STI/TB Council Act No. 10 of 2002. Its primary mandate is to coordinate and support the development, monitoring, and evaluation of the multi-sectoral national response aimed at preventing and combating the spread of HIV, AIDS, STIs, and TB, to reduce their personal, social, and economic impact.

The Council invites suitably qualified and experienced Zambians to apply for the following vacant positions, all tenable at the NAC Secretariat in Lusaka:

- **PMTCT and Paediatric Data Specialist – Individual Consultant**
- **Information, Education and Communication Officer**
- **Supplies Assistant**
- **Driver**

PMTCT AND PAEDIATRIC DATA SPECIALIST– INDIVIDUAL CONSULTANT

Background and Purpose of the Assignment

This consultancy is part of Zambia's commitment under the Global Alliance Initiative to End AIDS in Children by 2030, a bold effort aimed at accelerating progress towards the Elimination of Vertical Transmission of HIV, syphilis, and hepatitis B virus. The consultant will play a critical role in strengthening national and subnational data-driven decision-making, enhancing program responsiveness, thereby supporting the achievement of national goals for children and families affected by HIV.

The PMTCT and Paediatric Data Specialist will provide high-level technical support in monitoring and evaluation of the national and subnational Prevention of Mother-to-Child Transmission (PMTCT) and Paediatric HIV programs. The role will focus on strengthening data

utilisation, including development and presentation of visualizations, at both national and subnational levels, for enhanced program performance and tracking of progress towards the elimination of vertical transmission of HIV, syphilis, and hepatitis B targets.

PRINCIPAL ACCOUNTABILITIES

1. Conduct, at a minimum, monthly data validation, review, and analysis of national and subnational PMTCT and Paediatric HIV HMIS, and other relevant data.
2. Provide PVT M & E and data use technical support to enhance the data and service quality of EMTCT programs data at all levels (National, Provincial, district, health facility level, and community level).
3. Facilitate monthly PMTCT data quality and improvement review meetings at national and provincial levels.
4. Enhance existing EMTCT data analytics, tools, and data quality assurance/improvement (DQA/DQI) protocols, to enhance subnational and national level tracking of EMTCT progress.
5. Provide capacity building (training and mentorship) to program staff, information officers, and other stakeholders on PMTCT M&E systems, tools, reporting, and data quality assurance.
6. Document best practices, lessons learned, and support PMTCT service and data quality improvement initiatives.
7. Prepare and share high-quality technical reports, at a minimum, quarterly, for government and stakeholders.

QUALIFICATIONS AND EXPERIENCE

1. A Bachelor's Degree in M and E-related field is required.
2. Master's degree in Public Health, Epidemiology, or Biostatistics.
3. Minimum of 8 years' progressive experience in M&E for HIV/AIDS programs, with a focus on PMTCT and Paediatric HIV.
4. Demonstrated proficiency in DHIS2, SmartCare, advanced Excel, Spectrum/Naomi, PowerPoint, Power BI, and statistical software (R, STATA).
5. Strong analytical, problem-solving, communication, and report-writing skills.
6. Experience working with the Zambian Ministry of Health, M and E department, and donor-funded HIV/PMTCT programs (PEPFAR, Global Fund).
7. Fluency in English and knowledge of at least one major local language are required.

INFORMATION, EDUCATION AND COMMUNICATION OFFICER

JOB PURPOSE

To provide technical support and quality assurance in the development of IEC activities and materials among implementing partners in the multi-sectoral to national response to HIV and AIDS.

KEY RESPONSIBILITIES

1. Coordinates IEC programmes in the national response to HIV and AIDS for quality assurance and consistent, culturally appropriate messages in line with the National AIDS Communication Strategy 2011-2015 (NACAS).
2. Coordinates the provision of information and communication services both internally and externally (at the secretariat and other stakeholders) in the multi-sectoral response to HIV and AIDS.
3. Provides technical support and quality assurance in the development of IEC activities and materials among implementing partners in the multi-sectoral national response to HIV and AIDS.
4. Facilitates review of IEC materials developed by implementing partners so that they are consistent with key messages in the national response.
5. Provides a focal point for NAC and partner organisations to disseminate and distribute materials.
6. Identifies new, credible, research-based evidence and ensures dissemination.
7. Maintains a database of resource centre publications and Newspaper articles.
8. Indexes and abstracts articles related to the mandate of NAC.
9. Provides secretarial duties to meetings when requested.
10. Any other duties assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

1. Full Grade 12 certificate with five O-level credits or their equivalents.
2. BA/BS Degree in a Health-related field, Social Sciences, Business Administration, Master's Degree strongly preferred.
3. Minimum of 3 years' progressive experience years of in Education, Communication, and Information for HIV/AIDS programs.
4. Demonstrated proficiency in DHIS2, SmartCare, advanced Excel, Spectrum/Naomi, PowerPoint, Power BI, and statistical software (R, STATA).
5. Strong analytical, problem-solving, communication, and report-writing skills.
6. Experience working with the Zambian Ministry of Health, and donor-funded HIV/PMTCT programs (PEPFAR, Global Fund).

7. Fluency in English and knowledge of at least one major local language are required.

SUPPLIES ASSISTANT

JOB PURPOSE

To provide support to the operational component of the National HIV/AIDS/STI/TB Council (NAC), assisting in the management and development of the stores' business plan, verifying all incoming materials, responsible for the security of stores, checking opening stocks daily, specifically running items, and ensuring proper rescheduling, recordkeeping, and inventory controls.

KEY RESPONSIBILITIES

1. Receive and properly store goods procured or donated.
2. Check and record opening stock levels daily, with emphasis on frequently used items.
3. Record all goods received in the appropriate Goods Received Book.
4. Maintain accurate and up-to-date records, both physical and electronic.
5. Assist in the management and implementation of the Stores Business Plan (SBP).
6. Monitor and track stock to support uninterrupted business supply.
7. Update and maintain the institutional asset register to reflect all assets accurately.
8. Classify and code goods appropriately and store them in designated bins.
9. Initiate procurement processes by monitoring physical stock levels and reporting shortages.
10. Maintain stock bin cards to record all stock movements and balances, including donated items.
11. Verify the quality and accuracy of all incoming materials.
12. Ensure proper management and security of the store's area and stock.
13. Utilize technology and warehouse automation systems effectively in stock management.
14. Perform any other related duties as may be assigned by the Financial Accountant.

QUALIFICATIONS AND EXPERIENCE

1. A Grade 12 School Certificate or its equivalent with Credits in English and Mathematics.
2. Diploma in CIPS or any other related qualification.
3. Zambia Institute of Purchasing and Supply (ZIPS)/Chartered Institute of Procurement and Supply (CIPS) membership is a must.
4. At least three (3) years' experience in a similar position
5. Experience with donor-funded projects is an added advantage.
6. Able to handle a variety of assignments, sometimes under pressure of deadlines.

7. Proven self-starter with a broad set of experiences that can be brought to bear in a variety of flexible and changing program management situations
8. Strong knowledge of HIV/AIDS programming of project monitoring with the ability to travel within and outside Zambia.

Driver – Civil Society Self-Coordinating Mechanism (CSSCM)

JOB PURPOSE

This position is responsible for the provision of transport services on official business to facilitate the smooth operation of the Civil Society Self-Coordinating Mechanism (CSSCM).

KEY RESPONSIBILITIES

The successful candidate will be based at the National HIV/AIDS/STI/TB Council (NAC) under the direct supervision of the Administration Officer and in the employment of the CSSCM Secretariat hosted by the Family Development Initiatives (FDI) in Lusaka's Ibex Hill. The successful candidate shall be responsible for:

1. Undertakes regular and safe transportation of the CSSCM staff, materials, and equipment to facilitate smooth operations;
2. Undertakes timely preparation of accident reports to facilitate decision-making.
3. Undertakes timely completion of log books to enhance accountability for the movement of the vehicle.
4. Undertakes timely inspection of the vehicle under their charge to ensure its roadworthiness.
5. Undertakes effective cleaning of the vehicles under their charge to ensure their suitability for use:
6. Undertakes timely reporting of the vehicle faults to facilitate their repair.

QUALIFICATIONS AND EXPERIENCE

1. Full Form V/Grade 12 School Certificate.
2. Clean Driver's license - Class C.
3. Knowledge in mechanics is an added advantage.
4. At least 3 years of driving experience.

SUBMISSION OF APPLICATIONS

Applications accompanied by Curriculum Vitae, Certified copies of National Registration Card, Academic and Professional qualifications should be addressed to:

**Director General
National HIV/AIDS/STI/TB Council
Plot 315, Independence Avenue
P. O. Box 38718
LUSAKA**

Applications may also be submitted via email to jobs@nacsec.org.zm in a single PDF file. The deadline for receiving applications is the close of business on Friday, 3rd October, 2025. **Please note that qualification validation is mandatory in accordance with the Zambia Qualifications Act No. 8 of 2024.**