



The following vacancies have arisen within the **Ministry of Health and Child Care**

<b>POST A</b>	<b>PROVINCIAL PHARMACIST: ONE POST: MIDLANDS PROVINCE</b>
<b>REPORTS TO</b>	<b>PROVINCIAL MEDICAL DIRECTOR</b>
<b>MAIN RESPONSIBILITIES/ JOB SUMMARY</b>	Responsible and accountable for provincial pharmaceutical services. Plan, organize, direct, manage, coordinate and oversee the activities and operations of provincial pharmaceutical services
<b>KEY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Ensure continuous supply, appropriate storage and safety of medicines and supplies for all provincial public health institutions.</li> <li>2. Supervise medicine management in all districts of the province.</li> <li>3. Manage and participate and maintain in the development of administration the provincial pharmaceutical budget.</li> <li>4. Institute, manage and maintain a medicine surveillance system in conjunction with the health information system.</li> <li>5. Facilitate training of pharmacy personnel and provision of technical advice medical staff on pharmaceutical utilization.</li> <li>6. Contribute to provincial health service formulation, review and planning process.</li> <li>7. Institute, manage and maintain a medicines surveillance system in conjunction with the health information system.</li> <li>8. Manage district pharmacists and their deliverables.</li> </ol>
<b>POS QUALIFICATIONS AND EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Bachelor of Pharmacy Hons Degree</li> <li>2. Registration with the Pharmacist Council of Zimbabwe</li> </ol> <p>At least two years' experience as a qualified pharmacist (post Community Service)</p>
<b>POST B</b>	<b>PHARMACISTS: (VARIOUS DISTRICTS COUNTRYWIDE (35 POSTS))</b>
<b>REPORTS TO</b>	<b>DISTRICT MEDICAL OFFICER</b>
<b>JOB SUMMARY</b>	The Pharmacist will oversee the management of medicines and provision of pharmaceutical services in the district
<b>KEY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Prepare district pharmaceutical services monthly, quarterly, annual &amp; other plans and reports.</li> <li>2. Develop, implement, monitor and evaluate strategies, goals and objectives for the district pharmaceuticals services.</li> <li>3. Ensure the implementation of the Hospital Medicine and Therapeutic Committee (HMTTC) mandate.</li> <li>4. Ensure accurate dispensing and distribution of medicines to patients; and monitor medicines side effects.</li> <li>5. Provide advice to clinicians and patients on how to achieve the best results with the available medicines.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Ensure continuous supply, storage and safety of medicines and supplies for all district public health institutions.</li> <li>7. Supervise medicine management in all hospitals and clinics in the district.</li> <li>8. Institute, manage and maintain a medicines surveillance system in conjunction with the health information system</li> </ol> <p>The posts are based in the rural districts and in the application please indicate three preferred provinces in order of priority.</p>
<b>QUALIFICATIONS , ATTRIBUTES EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Bachelor of Pharmacy Honours Degree</li> <li>2. Registration with the Pharmacist Council of Zimbabwe</li> </ol>
<b>DESIRABLE QUALITIES</b>	Demonstrable experience in word processing, spreadsheets and database applications

<b>POST C</b>	<b>MONITORING &amp; EVALUATION ANALYST – PROGRAMME COORDINATION UNIT</b>
<b>REPORTS TO</b>	Monitoring and Evaluation Manager
<b>JOB SUMMARY</b>	The M&E analyst shall be responsible for in depth analysis and verification of reports; oversee compliance with both clinical (disease specific management guidelines and protocols) and administrative (grant) requirements; sharing best practices and capacity building.
<b>KEY RESPONSIBILITIES</b>	<p><b>In depth analysis</b></p> <ol style="list-style-type: none"> <li>1. Review and continuously improve data entry into the database that shall be used for compilation of monthly, quarterly and annual reporting and dissemination to stakeholders.</li> <li>2. Cross verification of M&amp;E and health/programmatic data with financial, management and procurement data/information (Triangulation of findings using different types of data and analysis of trends over time)</li> <li>3. Participate in the monitoring and assessment of clinical service delivery in collaboration with service providers to ensure quality services through monitoring quality indicators (Participate in clinical supervision)</li> <li>4. Review progress update reports and disbursement requests before submission ( includes verifying primary records for accuracy and completeness; conducting cross-checks of various primary documents with the summary reports)</li> </ol> <p><b>Compliance and Quality Assurance</b></p> <ol style="list-style-type: none"> <li>5. Work with programmes to perform quality control and quality assurance of important variables in programmes with a special emphasis on HIV/AIDS, TB &amp; Malaria quality indicators.</li> <li>6. Monitor compliance with specific disease programme guidelines/protocols</li> <li>7. Assist in the development of a tracking framework to ensure implementation of management decisions, recommendations and actions (Maintain a computerized database related to the activities that must be tracked for action)</li> <li>8. Proactively assist M&amp;E manager in identifying and containing risks that could</li> </ol>

	<p>impact on the effective achievement of performance targets.</p> <p>9. Contribute to the development of integrated TB, Malaria and HIV quality of services monitoring and evaluation strategies</p> <p><b>Sharing best practices</b></p> <p>10. Monitor the implementation of program activities closely with the aim of identifying, documenting and sharing best practices from reports and support visits</p> <p>11. Work with all Programmes (Malaria HIV and TB) to ensure integration of common approaches and strengthen synergies and linkages across Global Fund funded activities</p> <p>12. Together with the M&amp;E Officers strengthen, harmonize and standardize the existing TB/Malaria/HIV/AIDS data collection, analysis and reporting system.</p> <p>13. Performing any other duties as assigned by the M&amp;E Manager.</p>
<b>QUALIFICATIONS , ATTRIBUTES EXPERIENCE</b>	<p>1. Applicants must have a degree in medicine</p> <p>Post graduate qualifications in Public Health, or the equivalent and training in managing HIV/AIDS, TB and Malaria and M&amp;E will be an added advantage</p>
<b>WORK EXPERIENCE</b>	<p>1. 5 years of senior level clinical and/or public health experience in developing, implementing and evaluating health programmes.</p> <p>2. Experience with implementation of Global Fund grants</p> <p>3. Knowledge in clinical protocols and guidelines</p> <p>4. Experience in clinical quality and performance improvement environment</p> <p>5. Experience in using various statistical packages including Excel, EPI-Info etc. to manage data</p> <p>Current registration with the Medical and Dental Practitioners Council of Zimbabwe</p>

<b>POST D</b>	<b>Procurement Administrative Officer-Programme Coordination Unit</b>
<b>REPORTS TO</b>	<b>Head of Procurement Services</b>
<b>JOB SUMMARY</b>	<p>The Procurement Administrative officer shall be accountable to the Head of Procurement Services as well as the Director of Finance and Administration.</p> <p>The individual will spend 50% of his/her time in procurement and 50% in administration</p>
<b>KEY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Facilitates advertisement of and opening of bids.</li> <li>2. Attends Bids Evaluation Sessions and takes minutes.</li> <li>3. Facilitates bidder debriefings, ensures the integrity of the competitive process and exercises appropriate judgment and tact while ensuring <b>security</b> of confidential information.</li> <li>4. Drafts correspondence to bidders on the outcome of evaluation process.</li> <li>5. Prepares purchase orders and purchase requisitions in order to order materials, goods and supplies, and sends them to the suppliers.</li> <li>6. Reviews deliveries against the orders.</li> <li>7. Monitors and reviews progress of contractual agreements, reviews and approves invoices for payment, resolves any problems that arise.</li> </ol>

	<ol style="list-style-type: none"> <li>8. Ensures that all invoices are sent to finance department for payment.</li> <li>9. Ensures proper flow of work in the procurement department.</li> <li>10. Monitors hotel bookings and airline bookings done by the Ministry.</li> <li>11. Performs post contract evaluations, creates and maintains procurement records, ensuring accuracy and integrity of data.</li> <li>12. Prepares monthly procurement reports;</li> <li>13. Interacts with the suppliers on a day to day basis</li> <li>14. Generally helps out with smaller purchases, reviews and inventory matters as may be assigned from time to time by the Supervisor.</li> </ol>
<b>QUALIFICATIONS , ATTRIBUTES EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Educational and/or professional background in administration-degree in administration, logistics or related field;</li> <li>2. Professional experience/previous internship in the administration of public procurement procedures a must</li> <li>3. Ability to organize and maintain large amount of detailed information</li> </ol>
<b>WORK EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Demonstrated high level capacity and performance to organise procurement meetings, workshops, and logistics so that procurement activities function smoothly.</li> <li>2. Ability to work proactively, identifying and resolving potential difficulties before they compromise performance, and contribute to overall procurement section performance.</li> <li>3. Demonstrated experience in secretarial support to senior Management levels and the ability to prioritise competing tasks under pressure;</li> <li>4. Good negotiation skills and diplomacy and sensitivity in dealing with partners;</li> <li>5. Ability to work with minimum supervision demonstrating high degree of integrity, in a team, often under pressure.</li> <li>6. Excellent business writing, reading, speaking and listening skills in English;</li> <li>7. Excellent team working skills.</li> <li>8. Experience in managing donor funds.</li> <li>9. An inspired, dedicated and industrious person with demonstrable competencies as well as great willingness to learn.</li> </ol> <p>The suitable candidate should have strong interpersonal and intrapersonal communication skills and ability to produce results in high pressure environments.</p>
<b>POST E</b>	<b>CHIEF EXECUTIVE OFFICER- CHITUNGWIZA CENTRAL HOSPITAL X1 POST</b>
<b>REPORTS TO</b>	<b>SECRETARY FOR HEALTH AND CHILD CARE</b>
<b>JOB SUMMARY</b>	To provide leadership and strategic vision that enables the Hospital to effectively meet its operational clinical, financial, legal and contractual obligations. The Chief Executive Officer is the Accounting Officer of the institution.

**KEY RESPONSIBILITIES**

1. Develops, administers and directs the operations of the hospital, inclusive of financial, human and material resources.
2. Continuously monitors and evaluates the effectiveness, efficiency, appropriateness and quality of Planning, Monitoring and Evaluation methods, service delivery methods & standards and operational procedures; identifying opportunities for improvement and taking appropriate action.
3. Establishes strategic and operational plans and guides their implementation to achieve agreed targets and standards
4. Assures that both clinical and administrative activities are in compliance with Health Professions Authority standards and MOHCC policy guidelines
5. Development and administration of the hospital budget: mobilize resources, approve & monitor expenditures; implement budget adjustments as necessary and submit the required financial statutory returns.
6. Develop and maintain systems that ensure effective and efficient utilization of resources.
7. Develop, implement and maintain systems that ensure availability of essential resources at the right place and at all times.
8. Promote a positive image of the Hospital with both the internal and external agencies.
9. Ensure the active and positive participation of clinicians in the management and leadership of the hospital.
10. Develop a clear management style and culture for the hospital and provide leadership to senior managers, clinicians and other staff members in the achievement of the institution's objectives.
11. Contribute to decision making and participate in the effective discharge of the Board's functions.
12. Manage and monitor the top hospital management's achievement of responsibilities delegated to them.
13. Provide leadership in the development of effective services through creation of a conducive environment which encourages initiative, enterprise, and research.
14. Develop and maintain an integral system through which effective direction, teamwork, co-ordination and control of units within the hospital are provided.
15. Ensure effective recruitment, deployment, development and management of staff.
16. Ensure that clinical audit responsibilities are undertaken and that there is a continuous development of a strategy for quality improvement.
17. Advising the Top Management Team on Policy development and participate in the review, formulation and development of Ministry of Health and Child Care policies and strategies.
18. Communicating policy developments and national health priorities to the operational level.
19. Ensuring that adequate and meaningful financial records and vital statistics are generated and kept up to standard; and based on these produce relevant monthly, quarterly, annual and other relevant plans and reports.

<b>QUALIFICATIONS AND EXPERIENCE</b>	<p>The candidate aspiring for the post of Chief Executive Officer shall have a</p> <ol style="list-style-type: none"> <li>1. Postgraduate Degree (Masters or Doctorate) in Business, Finance, Economics, Health or other related field from a recognised University.</li> <li>2. At least five (5) years relevant work experience, three (3) of which must be at senior level in a large organization.</li> <li>3. Proficiency in Computer packages.</li> <li>4. Must be an advocate for high quality health care standards.</li> <li>5. Strategic Leadership and Health Systems Management (HSM), from a recognised training institution, will be an added advantage.</li> </ol>
<b>POST F</b>	<b>DIRECTOR NATIONAL INSTITUTE OF HEALTH RESEARCH</b>
<b>REPORTS TO</b>	<b>PRINCIPAL DIRECTOR PREVENTIVE SERVICES</b>
<b>JOB SUMMARY</b>	<p>Responsible and accountable for coordinating and conducting Essential National Health Research for informing Government health policy and research priorities. Plan, organize, direct, manage, coordinate and oversee the activities and operations of Institute of National Health Research.</p>
<b>KEY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Coordinates and manages the development, implementation, monitoring and evaluation of National Health Research policies, strategies, goals and objectives; and periodically reviewing the relevance and adequacy of the same and taking appropriate actions when necessary.</li> <li>2. Continuously monitors and evaluates the effectiveness and efficiency of service delivery methods and procedures and taking appropriate action.</li> <li>3. Manages and participates in the development and administration of the department's budget.</li> <li>4. Provides administrative, managerial, professional leadership and direction National Institute of Health Research services.</li> <li>5. Maintains regular contacts with other departments within the MOHCC so as to co-ordinate all research carried out and promote the dissemination and utilization of research findings in disease control and other health interventions.</li> <li>6. Promotes and organises training for health and health related staff in</li> </ol>

	<p>research methodologies.</p> <p>7. Conducts and advises biomedical and essential national health research within the Ministry of Health and Child Care.</p> <p>8. Represents the Ministry of Health and Child Care at local and international meetings and maintains regular contact with other research institutes and relevant University faculties, as well as interested multilateral and bilateral, organisations and non-governmental organisations.</p>
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. BSc Degree in Biology, Biotechnology, Biochemistry, Entomology, or equivalent.</li> <li>2. Master`s Degree in a science related subject.</li> <li>3. PhD is a requirement.</li> <li>4. Six years of research experience including two years at a supervisory or administrative level.</li> <li>5. Management qualification will be an advantage.</li> </ol>

<b>POST G</b>	<b>DEPUTY DIRECTOR-COMMUNITY NURSING: HEAD OFFICE</b>
<b>REPORTS TO</b>	<b>DIRECTOR NURSING SERVICES</b>
<b>JOB SUMMARY</b>	<ol style="list-style-type: none"> <li>1. To formulate policies governing the delivery of quality care by community nursing services.</li> <li>2. To oversee the overall implementation of preventive measures against vaccine preventable diseases in the community.</li> <li>3. To promote quality delivery of care in the community services through monitoring and evaluation of services.</li> <li>4. Capacity Building the Community health nursing fraternity to engage in proposal development.</li> <li>5. Contribution to the reduction of vaccine preventable diseases, community neonatal and childhood illnesses and the improvement of highly impact held survival interventions.</li> </ol>
<b>KEY RESPONSIBILITIES</b>	<p><b>Policy making</b></p> <ol style="list-style-type: none"> <li>1. Formulates strategies for programmes such as the Zimbabwe Expanded Programme on Immunisation, Integrated Management of Neonatal and Childhood Illnesses including community integrated neonatal childhood conditions.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Gives technical advice and support to nurse managers in the community and support Village Health Workers.</li> <li>3. Promotes comprehensive health services in the community such as community based rehabilitation, disease prevention and supports the home based care programme.</li> <li>4. Monitors and evaluates community health services such as Rural Health Centres, Health Posts and outreach activities.</li> </ol> <p><b>Management and Coordination of community nursing services</b></p> <ol style="list-style-type: none"> <li>1. Plans, implements, facilitates, assesses, monitors and evaluates community nursing programmes viz; EPI and IMNCI among others.</li> <li>2. Facilitates the work of health related and approved Non-Governmental Organisations in working together with community health nurses and community based workers.</li> <li>3. Solicits funds for community nursing projects and programmes.</li> <li>4. Develops databases for monitoring community nursing in Zimbabwe. Team Building to facilitate smooth programme implementation.</li> <li>5. Identifies areas for research, conducts and participates in research related to disease patterns in nursing.</li> </ol>
<p><b>MINIMUM QUALIFICATIONS EXPERIENCE</b></p>	<ol style="list-style-type: none"> <li>1. Diploma/Degree in Nursing</li> <li>2. Diploma/Degree in Midwifery</li> <li>3. Post Basic qualification in Community Health Nursing</li> <li>4. Degree in Community Health Nursing or equivalent</li> <li>5. Masters in Community Health Nursing or Public Health/or their equivalence is/are relevant field is an added advantage.</li> <li>6. Registration with Nurses Council of Zimbabwe</li> <li>7. The incumbent must have extensive experience in the field of Community Health Nursing.</li> <li>8. He/She must be at the Principal level for a minimum of 2 years.</li> </ol>
<p><b>POST H</b></p>	<p><b>DEPUTY DIRECTOR- NURSE TRAINING AND ADMINISTRATION: HEAD OFFICE</b></p>
<p><b>REPORTS TO</b></p>	<p><b>DIRECTOR NURSING SERVICES</b></p>

<b>JOB SUMMARY</b>	Responsible and accountable for the national nurse education and training programme. Plans, organizes, directs, manages, coordinates and oversees the activities and operations of national nurse education and training programmes.
<b>KEY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Coordinates and manages, in collaboration with relevant authorities the development, implementation, monitoring and evaluation of national nurse education and training policies, strategies, goals and objectives; and periodically reviews the relevance and adequacy of the same and takes appropriate actions when necessary.</li> <li>2. Monitors, continuously, and evaluates the effectiveness, efficiency and appropriateness of nurse training curricula and strategies and takes appropriate action.</li> <li>3. Coordinates and facilitates the training including in-service training, of Nurses and Midwives.</li> <li>4. Manages and participates in the development and administration of the nurse training budget.</li> <li>5. Provides administrative, managerial, professional leadership, support, supervision and direction for nurse training and education activities.</li> <li>6. Plans, develops, implements, maintains and evaluates systems that ensure availability of standardized education equipment and supplies at the right place and at all times.</li> <li>7. Ensures and promotes inter-departmental collaboration and effective contribution to regional and international organization.</li> <li>8. Maintains an up to date information data base relative to nurse training education activities</li> <li>9. Promotes and initiates relevant operational research.</li> <li>10. Participates and contributes to nursing sector policy formulation, review and planning process.</li> <li>11. Prepares departmental monthly, quarterly, annual &amp; other plans and reports.</li> </ol>
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Diploma/ Degree in Nursing</li> <li>2. Post Basic qualification in Nursing/Education/ Administration</li> <li>3. Degree in Nursing Education and Administration or equivalent</li> <li>4. Masters in Nursing/Midwifery /Education</li> </ol>

	5. Registration with Nurses Council of Zimbabwe
<b>WORK EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. The incumbent must have extensive experience in the field of nursing and administration.</li> <li>2. He/She must be at Principal level for a minimum of 2 years.</li> </ol>

<b>POST I</b>	<b>DEPUTY DIRECTOR REPRODUCTIVE HEALTH SERVICES: HEAD OFFICE</b>
<b>REPORTS TO</b>	<b>DIRECTOR FAMILY HEALTH</b>
<b>JOB SUMMARY</b>	Responsible for coordinating the countrywide provision of Reproductive Health services.
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Development, implementation, monitoring, evaluation and review of Reproductive Maternal and Newborn policies, strategies, goals, and objectives based on national and global trends and the sustainable development goals.</li> <li>2. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods &amp; procedures and promote best quality practices.</li> <li>3. Co-ordinating the development of reproductive health training programmes for health workers and the general public including providing advises on long-term Human Resources Development strategies.</li> <li>4. Serving as a resource person in training activities as appropriate and assist in upgrading service protocols and maintaining high service delivery.</li> <li>5. Providing technical leadership, advise, support and supervision in reproductive health programs.</li> <li>6. Promotes and participates in reproductive health operational research and contribute to the research findings dissemination and utilisation.</li> <li>7. Ensure the provision of quality services through effective and efficient use of appropriate technology.</li> <li>8. Manage and participate in the development and administration of the department's budget; review and approves provincial plans and budgets.</li> <li>9. Plans, develops, implements, maintains and evaluates systems that ensure availability of standardized equipment, essential resources and supplies at the right place and at all times.</li> <li>10. Ensures integration of gender perspectives in all programmes.</li> <li>11. Prepares monthly, quarterly, annual &amp; other plans and reports</li> </ol>

<b>MINIMUM QUALIFICATIONS AND EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. A basic qualification in Nursing Sciences or a basic degree in Medical Sciences</li> <li>2. A post basic qualification at Masters Level in Reproductive Maternal and Newborn Health Nursing, Public Health or equivalent.</li> <li>3. At least 3 years' post-graduate work experience.</li> <li>4. Current registration with the Relevant Professional Council</li> </ol>
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<b>POST J</b>	<b>DEPUTY DIRECTOR -NUTRITION SERVICES –HEAD OFFICE</b>
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<b>REPORTS TO</b>	<b>DIRECTOR REPRODUCTIVE HEALTH</b>
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<b>JOB SUMMARY</b>	<ol style="list-style-type: none"> <li>1. Development, implementation, monitoring and evaluation of national nutrition and dietetic policies, strategies, goals, objectives based on national and global trends and the millennium development goals; periodically review the relevance and adequacy of the same and take appropriate actions as necessary.</li> <li>2. Continuously monitor and evaluate the effectiveness, efficiency, appropriateness and quality of national nutrition &amp; dietetic service delivery methods, standards, protocols and operational procedures; identifying opportunities for improvement and taking appropriate action.</li> <li>3. Monitoring the implementation of and compliance to the Infant Nutrition Act; and defining &amp; developing strategies to promote adequate infant and young child growth.</li> <li>4. Development and administration of the departmental budget: mobilize resources, approve &amp; monitor expenditures; implement budget adjustments as necessary.</li> <li>5. Develops and maintains systems that ensure effective and efficient utilization of essential resources.</li> <li>6. Provides administrative, managerial, technical and professional advice, leadership and direction in the area of nutrition &amp; dietetic services to the department and stakeholders including reviewing and advising on their plans and reports.</li> <li>7. Manages, administer and coordinate the recruitment, training and retention of Human Resources for Health.</li> <li>8. Ensures and promote inter-departmental/ministerial collaboration as well as participation at national, regional and international events.</li> <li>9. Promotes and initiates relevant operational research.</li> <li>10. Contributing to general health sector policy formulation, review and planning process.</li> <li>11. Coordinating the development and implementation programs for the prevention and control of micronutrient disorders and diet related chronic diseases. (Iron deficiency, Iodine deficiency and Vitamin A deficiency.)</li> <li>12. Coordinating growth monitoring and other nutrition surveillance activities.</li> </ol>
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	<ol style="list-style-type: none"> <li>13. Liaison with the National Food and Nutrition Council regard to the health sectors roles and responsibilities in the food and nutrition policy as stated in the policy framework document</li> <li>14. Ensures the availability of adequate resources for nutrition services at all levels of the health delivery system</li> </ol>
<b>QUALIFICATIONS , ATTRIBUTES EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. BSC Degree in Nutritional Science or Food Science.</li> <li>2. Post graduate qualification e.g. Public Health or Nutrition.</li> <li>3. Any other recognised relevant higher professional qualification.</li> <li>4. Registration with Allied Health Practitioners Council of Zimbabwe.</li> <li>5. At least two years in the substantive grade immediately below the promotional grade.</li> </ol>

<b>POST K</b>	<b>Provincial Maternal and Child Health Medical Officer- Manicaland Province</b>
<b>REPORTS TO</b>	<b>Provincial Medical Director</b>
<b>KEY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Coordinate the planning of family and child health programmes in the province and ensure their effective implementation at the operation level.</li> <li>2. Monitor and evaluate progress in the implementation of family and child health programmes and prepare regular progress reports.</li> <li>3. In consultation with the Principal Medical Director review, as appropriate, policies that affect implementation and outcome of the programme areas.</li> <li>4. Plan, organise and undertake in service and other appropriate training for health workers at the middles and senior levels.</li> <li>5. Promote, conduct and commission appropriate research on locally identifiable FCH problems.</li> <li>6. Mobilizing and equitably distributing FCH resources.</li> <li>7. Liase as appropriate with provincial hospital specialist and other sector Ministries, NGOs, Parastatals and Donor Agencies on policy and other programme issues pertaining to FCH.</li> <li>8. Weekly work plan</li> <li>9. Timely costed monthly, quarterly, annual plans and reports which include input, output &amp; outcome indicators; workshop.</li> <li>10. Performance appraisal reports</li> <li>11. Working within an approved budget</li> <li>12. Monthly human and financial status report including human resource training development plan</li> <li>13. Support and supervision schedules</li> <li>14. Safety of government assets/resources</li> <li>15. Client satisfaction</li> </ol>

<b>QUALIFICATIONS , ATTRIBUTES EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Basic Degree in Medicine from a reputable University.</li> <li>2. Post Graduate training in Public Health at Masters Level a must.</li> <li>3. At least 3 years' post-graduate work experience.</li> <li>4. Recognized training in FCH, TB, HIV.</li> <li>5. Proven computer competence with spreadsheet, word processing, presentation and database applications.</li> <li>6. Current registration with the Medical and Dental Practitioners Council of Zimbabwe.</li> </ol>
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<b>POST L</b>	<b>PROVINCIAL EPIDEMIOLOGY AND DISEASE CONTROL OFFICER (PEDCO): MATABELELAND SOUTH</b>
<b>REPORTS TO</b>	<b>Provincial Medical Director</b>
<b>KEY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Overseeing the malaria control programs.</li> <li>2. Oversee all the malaria prevention and control activities in the province.</li> <li>3. Work closely with the relevant PHE members to ensure that targets on their specific malaria indicators are met.</li> <li>4. Set up a system that ensures constant flow of malaria data from districts and health facilities to the provincial office.</li> <li>5. Captures, consolidates, analyses and disseminates all malaria related data to the NMCP office and to health facilities in the province.</li> <li>6. Carry out regular support and supervisory visits to all districts in the province as well as selected health facilities.</li> <li>7. Facilitates distribution of malaria commodities within the province according to need and consumption patterns.</li> <li>8. Compiles monthly returns and quarterly malaria reports as guided by the National Malaria Control Programme.</li> <li>9. Performs any other duties as delegated by the PMD.</li> </ol>
<b>QUALIFICATIONS , ATTRIBUTES EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1 Bachelor of Medicine and Bachelor of Surgery (MBCHB) degrees or equivalent.</li> <li>2 A Master's degree in Public Health(MPH) is a must</li> <li>3 Current registration with the Medical and Dental Practitioners Council of Zimbabwe.</li> </ol>